



TETRA TECH

Land Use Controls Inventory Document

For
**Hickam Communities Property
Joint Base Pearl Harbor-Hickam
O'ahu, Hawai'i**



June 7, 2012

complex world

CLEAR SOLUTIONS™

Land Use Controls Inventory Document

For

**Hickam Communities Property
Joint Base Pearl Harbor-Hickam
O'ahu, Hawai'i**

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ACRONYMS AND ABBREVIATIONS

building footprint	The exposed soil within the footprint of a recently removed concrete building slab.
building zone	The 3-foot zone of soil around the perimeter of the building footprint (formerly referred to as the “buffer” or dripline).
burial pit	A burial pit is designed for permanent management of pesticide-impacted soil.
CES	Civil Engineering Squadron
EAL	environmental action level
ECOM	extended change of occupancy maintenance
EHMP	<i>Environmental Hazard Management Plan</i>
EPOC	Environmental Point of Contact
<i>Fence Packet</i>	<i>Hickam Communities Fence Policy Packet</i>
FGO	Field Grade Officer
HC	Hickam Communities, LLC, and/or the Project Company
HDOH	Hawai'i Department of Health
HHD	Historic Homes District
JBPHH	Joint Base Pearl Harbor-Hickam
JNCO	Junior Non-Commissioned Officer
LUCID	<i>Land Use Controls Inventory Document</i>
Navy	US Navy
NCO	Non-Commissioned Officer
open areas	Open areas are defined as undeveloped land outside of the former building footprints and 3-foot building zones.
PI	pesticide-impacted
PI soil	Pesticide-impacted soil is defined as soil having organochlorine pesticide concentrations, specifically aldrin, chlordane, and dieldrin, exceeding the applicable site-specific risk criteria established for HC.
POC	point of contact
<i>Program Manual</i>	<i>Pesticide-Impacted Soil Investigation and Management Program Manual</i>
<i>Resident Guide</i>	<i>Hickam Communities Resident Guide and Community Standards Handbook</i>
SNCO	Senior Non-Commissioned Officer
SOP	standard operating procedure

technical chlordane Technical chlordane (referred to as “chlordane” in the LUCID) is a mixture of more than 140 related compounds. Major constituents of technical chlordane include alpha- and gamma-chlordane, chlordane, and heptachlor.

USAF US Air Force

WCR Work Clearance Request

1.0 INTRODUCTION

1.1 Purpose of the LUCID

Tetra Tech prepared this *Land Use Controls Inventory Document* (the “LUCID”) on behalf of Hickam Communities LLC (HC; legacy Hickam Community Housing, LLC). The purpose of the LUCID is to provide a protocol for conducting soil disturbing work in areas where pesticide-impacted (PI) soil¹ is known or assumed to be present on HC property, Joint Base Pearl Harbor-Hickam (JBPHH) located on O‘ahu, Hawai‘i (hereinafter the “Site”).

The most common types of soil disturbing work included under the scope of the LUCID are:

- Fence installation;
- Sign/post installation;
- Satellite dish installation;
- Irrigation piping installation and repair;
- Underground utility repairs;
- Landscaping (e.g. tree and bush planting); and
- Hardscape repair, replacement, and/or removal (e.g. foundations, lanais, sidewalks, driveways, parking areas).

The LUCID was prepared in conjunction with the *Draft Environmental Hazard Management Plan, Hickam Communities Property Site (EHMP)*.² Both the *EHMP* and the LUCID are comprehensive documents developed to address residual PI soil at HC. While both the LUCID and the *EHMP* provide the Land Use Controls (LUCs) to be applied at HC, the LUCID is targeted at HC maintenance workers and subcontractors, and is intended to be the guidance document to be applied over the 50-year ground lease at HC.

During renovation and construction projects at HC, PI soil is managed using site-specific Soil Management Plans (SMPs), which are prepared in accordance with the HC *Pesticide-Impacted Soil Investigation and Management Manual (Program Manual)*.³ Following completion of construction activities at HC sites, ongoing maintenance of landscaping and underground utilities in occupied neighborhoods will likely require disturbance of PI soil. The LUCID is designed to “take over” for SMPs at completed HC neighborhoods and provide long-term PI soil management procedures in the completed and occupied neighborhoods at HC; however, the procedures in the *Program Manual* would still be applied for new construction/renovation projects at HC.

The LUCID is an active document that will be maintained and updated by the HC Environmental Point of Contact (EPOC). The LUCID provides Geographical Information Systems (GIS) maps depicting the location of where PI soil was either permanently managed or left in place at HC neighborhoods. These maps will be updated as HC neighborhoods are completed, or to reflect changes in areas of known or assumed PI soil. The LUCID also provides standard operating

¹ Pesticide-impacted soil is defined as soil having organochlorine pesticide concentrations, specifically aldrin, chlordane, and dieldrin, exceeding the applicable site-specific risk criteria established for HC.

² (Tetra Tech 2012)

³ (Tetra Tech 2011)

procedures (SOPs) designed to be accessed during project planning, for emergency repair response, and to present the roles of HC staff in implementation of the LUCID, including resident notification (Appendix A1). It is important to note that the LUCID contains general information regarding both organochlorine pesticides in soil and PI soil management procedures for HC project sites. For a more detailed discussion of the physical characteristics and toxicity of residual organochlorine pesticides in soil, and ongoing PI soil management procedures currently implemented at HC sites, please refer to the *Program Manual* or the *EHMP*.⁴

1.2 Users of the LUCID

The LUCID was designed for use by the following end users:

- HC asset and property management teams;
- US Air Force (USAF), US Navy (Navy), and HC operations and maintenance workers; and
- USAF and Navy Master Planning.

1.3 Implementation of Long-Term Controls at Hickam Communities (HC)

The implementation and maintenance of long-term controls at the Site will be the responsibility of HC. A list of responsible persons for HC (including subcontractors) and a brief description of their role at HC is provided in Table 1-1.

⁴ (Tetra Tech 2011 and 2012)

Table 1-1. Key Personnel for HC Project Sites (June 2012)

Name/Title	Roles	Responsibilities	Phone/Email
<u>Jerry Schmitz</u> Project Director, HC	HC Project Point of Contact (POC)	Manages overall operations at HC including construction, property management, and maintenance of HC property. Authorizes all work conducted for the project.	Office: (808) 853-3766 Cell: (808) 398-1017 Email: gerald.schmitz@lendlease.com
<u>Jeff Seibert</u> Development Manager, HC	HC Development POC	Manages development of HC property, including project scheduling. Coordinates work requests and status reports for the projects, including construction activities and environmental investigations.	Office: 808 853-3783 Cell: 808 426-3163 Email: jeffrey.seibert@lendlease.com
<u>Stephen Quinn</u> Director of Property Management, HC	HC Property POC	Oversees property management and maintenance (including landscaping) at HC. Includes resident interactions through a network of neighborhood specific Community Managers.	Cell: (808) 423-1644 Email: stephen.quinn@hickamcommunities.com
<u>Grant Arnold</u> Assistant Environmental Manager, HC	HC EPOC	Has the role of Environmental Point of Contact (EPOC) for HC. Provides environmental management support to HC, and is the "go to" contact regarding all environmental issues at HC.	Cell: (808) 343-2134 Email: grant.arnold@lendlease.com
<u>Ivan Trujillo</u> Senior Construction Manager, Lend Lease	HC D/B Contractor POC	Manages day-to-day construction work by the D/B contractor and subcontractors at HC project sites.	Office: (808) 503-5210 Cell: (808) 630-4174 Email: ivan.trujillo@lendlease.com
<u>Kevin Quinn</u> Project Certified Industrial Hygienist; Quinn Consultants, Inc.	HC Hazard Communication POC	Provides hazard communication training to HC construction workers and provides air monitoring services to the D/B contractor.	Cell: (808) 780-9081 Email: kquinn@hawaii.rr.com
<u>Yvonne Parry</u> Senior Project Manager, Tetra Tech	HC Environmental Support POC	Third Party Consultant - works with the HC EPOC to oversee and conduct environmental field sampling and reporting for HC project sites and PI soil safety training to HC workers and subcontractors.	Office: (808) 394-4111 Cell: (808) 393-8829 Email: yvonne.parry@tetrattech.com
<u>Eric Sadoyama</u> Remedial Project Manager, Hazard Evaluation and Emergency Response Office, Hawai'i Department of Health (HDOH)	HDOH Regulatory POC	Remedial Project Manager for State of Hawai'i overseeing HC project sites, and the Remedial Action conducted at HC.	Office: (808) 586-0955 Email: eric.sadoyama@doh.hawaii.gov
<u>Cheryl Alakai</u> Asset Manager, Housing Office Management Office, Navy Region Hawai'i	USAF/Navy POC	Asset manager overseeing military property at Joint Base Pearl Harbor-Hickam.	Office: (808) 448-6889 Email: cheryl.alakai@hckam.af.mil

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2.0 BACKGROUND

2.1 Organochlorine Pesticides in Soil at HC Sites

In buildings constructed from the 1940s to the 1980s, organochlorine pesticides were routinely applied to soil under and around the perimeter of building foundations at military installations to control subterranean termites. Although use of organochlorine pesticides was banned by the US Environmental Protection Agency (EPA) by the late-1980s, because these pesticides are persistent in the environment, residual concentrations can still be present in the soil beneath building foundations, and subsequently exposed when the buildings are demolished to prepare for construction of new housing, or during renovation of existing homes. The primary organochlorine pesticides known to be present in soil at HC sites are aldrin, technical chlordane⁵ (chlordane), and dieldrin. Organochlorine pesticides are considered persistent in the environment, bioaccumulative, and toxic, and are suspected carcinogens. Within HC property boundaries, PI soil is defined as soil with detected aldrin, chlordane, and dieldrin concentrations that exceed the criteria of the site-specific risk standard.⁶ It is important to note that non-PI soil must test below the applicable Hawai'i Department of Health (HDOH) Tier 1 Environmental Action Levels (EALs) before it can be exported off of HC property (SOP #3, SOP #5, SOP #6, and SOP #7).

2.2 Pesticide-Impacted Soil at HC Project Sites

Renovated and Existing Neighborhoods. Soil located in open areas⁷ at renovated and existing (i.e. older construction) HC neighborhoods is generally not expected to contain residual aldrin, chlordane, and dieldrin at concentrations that exceed site-specific risk standard.⁸ Ongoing testing of shallow soil beneath building foundations on HC and other military sites in Hawai'i however, indicates that sub-foundation soil is commonly impacted by past use of organochlorine pesticides that were applied to control termites. Based on previous testing, buildings with slab-on-grade and raised foundations on HC project sites are presumed to have PI soil beneath the foundations, unless direct sampling determines otherwise.

If building foundations are left undisturbed at HC project sites, the PI soil beneath the foundations is considered to be "capped", and thus presents little or no potential risk to human health. When the building foundations and/or lanai slabs are removed to construct new housing however, the newly exposed soil within the footprint of the former building foundation (building footprint⁹) is expected to be PI soil, and this sub-foundation soil will require management according to the *Program Manual*. Soil within a 3-foot building zone¹⁰ around the outside perimeter of the building footprint is also presumed to be PI, and must be managed accordingly when disturbed (e.g. during valve access excavations, utility work, installation of irrigation piping, etc.).

⁵ Technical chlordane is a mixture of more than 140 related compounds. Major constituents of technical chlordane include alpha- and gamma-chlordane, chlordane, and heptachlor (ATSDR 1994).

⁶ (Tetra Tech 2011 and 2012)

⁷ Open areas are defined as undeveloped land outside of the former building footprints and 3-foot building zones.

⁸ (Tetra Tech 2011)

⁹ The exposed soil within the footprint of a recently removed concrete building slab.

¹⁰ The 3-foot zone of soil around the perimeter of the building footprint (formerly referred to as the "buffer" or dripline).

Newly Constructed Neighborhoods. In neighborhoods where old housing structures were demolished, PI soil that was presumed to be present under the former foundation slabs and in the 3-foot building zone is managed before the construction of the new housing.

When the planned build-out will leave areas of potentially exposed PI soil, this PI soil is managed at HC using site-specific SMPs prepared in accordance with the *Program Manual*. The SMPs will provide the management options for PI soil for a specific HC project site. The PI soil is managed by excavating the soil, or by managing the soil in place. When PI soil is excavated, it is transported and permanently managed by placement into a burial pit or berm, or by placing the PI soil under a hardscape (pavement). Depending on the HC project site the PI soil permanently managed in burial pits or berms is covered with a 1 to 2-foot clean soil cap. Starting in 2010, a marker layer of orange geotextile was placed below the clean soil cap to indicate that PI soil was known or assumed to be present below the geotextile. It is important to note that for new neighborhoods constructed before 2010, this marker layer of orange geotextile will likely not be present.

In areas where the planned build-out will install new building foundations or other hardscapes over areas where PI soil is presumed to be present, the PI soil will generally not be managed by excavation, rather it will be left in place and is capped with either a hardscape or a 1 to 2-foot clean soil cap.

2.3 Description of HC Neighborhoods

The project company HC was created to manage the construction projects and to perform the long-term management of the Site including property management and facility maintenance. Under the MFHPI program, the property is managed under a 50-year ground lease by HC, which has responsibility redeveloping, renovating, and maintaining the buildings and grounds. The dates of the ground lease are February 1, 2005 through July 31, 2057 for Phase I housing and August 1, 2007 through July 31, 2057 for Phase II housing.¹¹

The Site consists of residential housing that is currently undergoing various stages of redevelopment (demolition of older homes, construction of replacement homes), construction of new homes on vacant parcels, and renovations to existing and historic homes. There are two phases of construction underway at the Site. Construction for Phase I of the project was awarded to HC in 2004 and completed in August 2010, and construction for Phase II was awarded in 2007 with planned completion of all of the subphases by the summer of 2013. The Phase I and Phase II construction projects are described by subphase below, and shown in Figure 1-1.

2.3.1 Phase I Housing

Hale Na Koa. The Hale Na Koa neighborhood (formerly known as “Capehart Village”) is located south of the intersection of South Avenue and North Road and Earhart Village Park to the southeast, and Onizuka Village to the southwest. The Hale Na Koa Phase I-1 area was divided into two project areas: minor renovations of 354 multiplex units completed in January 2007, and redevelopment for 170 multiplex units completed in April 2007.

Earhart Village. The Earhart Village (Earhart) neighborhood encompasses approximately 130 acres on the northern portion of JBPHH. There are four subphases of construction of multiplex

¹¹ (HC 2011c)

units at the Earhart neighborhood: Earhart I-1, Earhart I-2, Earhart I-3, and Earhart I-4. The two areas that comprise Earhart Phase I-1 include a formerly vacant parcel between Liliwai Street to the north and Kuntz Avenue to the south that was developed with 24 multiplex units completed in April 2007, and minor renovations to 186 multiplex units completed in August 2009.

The eastern portion of the Earhart neighborhood consists of the three remaining construction subphases; this boundary is mostly delineated by Ohana Nui Circle, which is the outermost street that loops through the neighborhood. The three subphases are Phase I-2 in the easternmost portion of the neighborhood, Phase I-3 in the east-central portion, and Phase I-4 in the west-central portion (Figure 1-1). Phase I-2 consisted of redevelopment for 282 multiplex units completed in June 2008, Phase I-3 consisted of redevelopment for 214 multiplex units completed in June 2009, and Phase I-4 consisted of redevelopment for 156 multiplex units completed in June 2010, and the Earhart Recreational Complex completed in August 2010.

2.3.2 Phase II Housing

Earhart Village Park. The Earhart Village Park neighborhood is located on the western boundary of the Earhart neighborhood. Redevelopment of this location consists of two subphases, Earhart Village Park II-1 and II-4. Earhart Village Park II-1 consisted of the development of 60 multiplex units on vacant land completed in May 2009, and Earhart II-4 will consist of the development of 20 multiplex units on vacant land planned for March 2012 through February 2013.

Onizuka Village. The Onizuka Village neighborhood encompasses approximately 74 acres at the Site.¹² Three subphases are designated for redevelopment at the Onizuka neighborhood: Onizuka II-1, Onizuka II-2, and Onizuka II-3. Onizuka Phase II-1 subphase is located in the southwestern portion of Onizuka Village and was redeveloped for 104 multiplex units completed in August 2009, and the redevelopment of the HC Housing Office and Maintenance Facility completed in February 2010. The Onizuka II-2 subphase is located in the central portion of the Onizuka neighborhood and was redeveloped for 102 multiplex units which were completed in March 2011. The Onizuka II-3 subphase is located in the northeastern portion of the Onizuka neighborhood and is being redeveloped for 82 multiplex units with planned completion in April 2012.

Challenger Loop. The Challenger Loop neighborhood is an existing neighborhood that was constructed in 1992 and 1993.¹³ There are four subphases of minor renovations planned for 96 multiplex units at Challenger Loop, Phase II-1 through II-4. These renovations are being conducted as the units became available during changes in occupancy with planned completion for June 2012.

Historic Homes District (HHD). The HHD consists of historic homes that are primarily undergoing renovation in four subphases: Historic Block II-1, Historic Blocks II-2, Historic Blocks II-3, and Historic Blocks II-4. Minor renovations of 186 Field Officer South and 31 General Officer/Senior Officer units are being conducted during all four subphases at the HHD between June 2009 and July 2013. Currently, the only demolition activities at the HHD consist of removal of non-historic building additions and lanais. The subphase renovations for Historic Blocks II-1 through II-4 are described below:

¹² (Waller 2007)

¹³ (Tetra Tech 2007)

- Historic Blocks II-1. The only new construction at the HHD was for subphase II-1 and consisted of the construction of eight multiplex Field Grade Officer (FGO) South units between May 2008 and February 2009. Part of subphase II-1 includes renovation of the Non-Commissioned Officer (NCO) Club and Community Center completed in January 2011, and the swimming pool, completed in December 2009.
- Historic Blocks II-2. Subphase II-2 consist of renovations to FGO Block 3 (22 final units; completed August 2011), Block 5 (26 final units; completed June 2011), Block 7 (ten final units; completed July 2011), Block 7 Apartments (twelve final units; completion planned for April 2012). The Junior Non-Commissioned Officer (JNCO) Block 1 (ten final units; completed May 2011), Block 2 (five final units; completed June 2011), Block 3 (twelve final units; completed September 2011), Block 4 (seven final units; completed August 2011), Block 9 (eighteen final units; planned completion January 2012), Block 9 Apartments (ten final units; planned competition February 2012), Block 10 (seven final units; completed August 2011). The Senior Non-Commissioned Officer (SNCO) Block 1 (ten final units; completed May 2011), Block 2 (ten final units; completed June 2011),
- Historic Blocks II-3. Subphase II-3 consist of renovations to FGO Block 1 (five final units; planned completion March 2013), Block 4 (five final units; planned completion 2012), Block 8 Apartments (twelve final units; planned completion August 2012), Block 9 (twelve final units, extended change of occupancy maintenance [ECOM]), Block 9 Apartments (twelve final units; completion planned for July 2012). The JNCO Block 5 Apartments (ten final units; completion planned for March 2012), Block 6 Apartments (five final units; planned completion February 2012), Block 7 (seventeen final units; planned completion September 2012), Block 7 Apartments (ten final units; planned completion March 2013). The SNCO Block 3 (twelve final units; planned completion 2012).
- Historic Blocks II-4. Subphase II-4 consists of renovations to FGO Block 2 (fifteen final units; planned completion April 2013), Block 2-E (fifteen final units; ECOM), Block 6 (five final units; planned completion November 2012), Block 10 (twelve final units; ECOM), Block 11 (twelve final units; planned completion January 2013). The JNCO Block 5 (thirteen final units; planned completion 2013), Block 6 (eighteen final units; planned completion June 2013), Block 6 Apartments (ten final units; planned completion May 2013), Block 8 (eighteen final units; planned completion June 2013), Block 8 Apartments (ten final units; planned completion May 2013).

2.4 Land Use Controls (LUCs)

Land Use Controls are legal and/or administrative (institutional controls) or physical (engineering controls) mechanisms put in place to restrict the use of, or limit access to, real property to prevent or reduce risks to human health and the environment. The LUCs in place at HC sites consist of those relevant to:

- Residents; and
- Maintenance and construction workers.

These LUCs are designed to limit human exposure by restricting activity, use, and access to properties with residual impact to soil. For HC project sites there will LUCs imposed by both the JBPHH and by HC. These LUCs are described below.

2.4.1 Installation-LUCs

The primary LUC in place at JBPHH is an institutional control requiring that an approved work clearance request (WCR), commonly referred to as a dig permit, be obtained from the Civil Engineering Squadron (CES) before starting soil disturbing activities (647th CES, JBPPH: Form 103).

2.4.2 HC LUCs-Residents

The primary LUC in place at HC sites for residents is an institutional control that consists of a “no dig” policy where residents are not allowed to cultivate gardens, or otherwise disturb the soil, either on the property they lease from HC, or on the common areas within HC boundaries.

When military or civilian personnel enter into a tenant lease agreement for residential housing at HC, they are provided a copy of the *Hickam Communities Resident Guide and Community Standards Handbook (Resident Guide)*.¹⁴ Section 5.13 of the *Resident Guide* provides digging requirements at HC, and clearly specifies that tenants may not dig into the ground for any reason without first obtaining approval to do so from HC. Following HC approval of any digging requests, tenants must then obtain from the CES office at JBPHH, an WCR form (647th CES, JBPPH: Form 103). In addition to the *Resident Guide*, Hickam Communities has a *Fence Policy Packet (Fence Packet)*¹⁵ if residents want to install a fence on their leased property. The *Fence Packet* provides detailed instructions to residents regarding the approval process and fence installation procedures at HC. A copy of the *Resident Guide* is provided in Appendix A2, and a copy of the *Fence Packet* in Appendix A3.

2.4.3 HC LUCs-Maintenance Workers

The primary LUCs for maintenance and construction workers are institutional controls that require compliance with all installation-specific and HC LUCs prior to starting any soil-disturbing work at HC. These institutional controls include:

- Coordinating with the EPOC to comply with the project planning procedures provided in the LUCID and/or *EHMP*; and
- Obtaining an approved WCR form (647th CES, JBPPH: Form 103) before performing soil-disturbing work.

The engineering controls in place at HC consist of:

- Use of capping by a 1 to 2-foot clean soil cap;
- Placement of PI soil under hardscapes; and
- Marker layer of orange geotextile under clean soil caps.

Not all of the engineering controls specified above have been implemented at all HC project sites. The maps provided in Appendix B of the LUCID must reviewed during project planning for routine maintenance. These maps will also need to be accessed following an emergency response to verify whether there is PI or non-PI soil at the response site.

¹⁴ (HC 2010)

¹⁵ (HC 2011b)

2.5 Map Description and Organization: Areas with Residual Pesticide-Impacted (PI) Soil

The GIS maps maintained in the LUCID provide up-to-date information regarding where PI soil is either presumed to be present, or is known to have been managed within the HC neighborhoods; these maps are presented in Appendix B. The GIS maps must be reviewed during the project planning phase (SOP #01), prior to soil disturbing work at HC sites. Figures B-1 through B-16 show the areas where PI soil is present following PI soil management and mitigation activities conducted at the Site.

The GIS maps provided in the LUCID are separated based on whether the neighborhoods are renovated/existing neighborhoods or newly constructed neighborhoods, as described in Section 2.2.

2.5.1 How to Read and Interpret GIS Maps in the LUCID

Areas of “known” PI soil are where soil investigations have verified the presence of PI soil. Areas of “assumed” PI soil are treated as PI soil and have been assumed to be PI based on site knowledge (i.e. all soil beneath former building footprints is assumed to be PI soil and possibly disturbed during site grading). As a result of soil management in accordance with site-specific SMPs, there is no exposed PI surface soil remaining at the Site, except within the 3-foot building zone at renovated property such as the HHD. Whether PI soil was removed and permanently managed at HC, or remains in place, all of the PI soil is covered by at least 1-foot of clean soil (6-inches of clean soil at Earhart I-2 and Earhart I-3), verified by confirmation soil sampling.

The areas where PI soil is known or assumed to be present at the Site are depicted in brown. In the legend for each map, there are notes indicating specific information discussed in this section. As discussed in Section 2.4.3, not all of the engineering controls used at HC have been implemented at all HC project sites. These notes will indicate where engineering controls are in place; for example, where clean soil caps are used, and whether a marker layer of orange geotextile was placed beneath the clean soil caps. The map notes will also indicate if PI soil is known, or is assumed to have been used to backfill utility trenches (the use of PI soil to backfill utility trenches was discontinued at HC in 2010). Maps are provided for all HC project sites; the map notes will indicate if a neighborhood or parcel at HC has not yet been developed, redeveloped, and/or renovated.

Renovated/Existing Neighborhoods. Since the original structures are in place in renovated/existing neighborhoods, generally no soil management or remediation has been conducted in these neighborhoods. In renovated/existing neighborhoods, the soil within the 3-foot building zone around the perimeter of each building, and beneath the cement building slab or foundation is presumed to be PI soil. On the GIS maps provided in Appendix B, the 3-foot building zone that is presumed to be PI soil is depicted using a solid brown border around the building.

Newly Constructed Neighborhoods. To accommodate new construction, older buildings were demolished exposing PI soil beneath the former building slabs. Following demolition, the soil beneath the former building slabs and within the 3-foot building zones would have been presumed to be PI soil and managed as described in Section 2.2. Areas where PI soil remains in place within the former building footprints and 3-foot building zones, or where the soil is managed beneath a clean soil cap will be depicted on the maps as solid brown areas. The

depth to the uppermost boundary of where PI soil is known or presumed to be present, and whether a marker layer of orange geotextile fabric has been installed, will be included in notes in the map legend. Where PI soil was managed by placement into burial pits, the burial pits will be depicted by solid brown colored areas with hatching across the top. Generally, the former building footprints will be approximately rectangular in shape and the burial pits will have less distinct boundaries and tend to be circular or oval-shaped.

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3.0 USING THE LUCID: PROCEDURES

This section of the LUCID describes procedures to be implemented when planning projects routine maintenance involving soil disturbing activities on HC property, and also when emergency response actions require immediate excavation of soil on IPC property. This section provides a summary of these procedures, and SOPs which will provide specific and detailed information regarding how PI soil is managed on HC property. The SOPs are listed in Section 3.3, and provided in Appendix A1 of the LUCID.

3.1 Project Planning: Routine Maintenance

When routine maintenance in HC neighborhoods requires soil disturbance, the LUCID must be accessed during the planning phase of the project. Please note that all HC workers and subcontractors who may potentially be exposed to PI soil during soil disturbing work at HC must receive the appropriate health and safety training and must follow all health and safety rules. Any questions regarding health and safety requirements for HC should be directed to the EPOC.

The most common types of soil disturbing work included under the scope of the LUCID are:

- Fence installation;
- Sign/post installation;
- Satellite dish installation;
- Irrigation piping installation and repair;
- Underground utility repairs;
- Landscaping (e.g. tree and bush planting); and
- Hardscape repair, replacement, and/or removal (e.g. foundations, lanais, sidewalks, driveways, parking areas).

The following protocols should be followed prior to commencing soil disturbing work:

- 1) A review of any installation-specific LUCs (see Section 2.3) in place for the proposed work area, including requirements for an approved WCR (dig permit; 647th CES, JBPPH: Form 103).
- 2) A preliminary work plan should be submitted to the EPOC for review. The work plan should include any known LUCs in place for the project area, and map(s) clearly indicating the areas of proposed soil disturbance. The map(s) should show the boundary of the proposed work area, building numbers, and street names. A copy of the excavation clearance request should be included as an attachment to the work plan.
- 3) Once areas of PI soil present in the proposed HC project site (if any) are identified, the work plan will be updated to include any soil management that may be required during and after disturbance of any PI soil identified at the Site. Any planned PI soil management will be conducted in accordance with the *Program Manual*¹⁶.

¹⁶ (Tetra Tech 2011)

3.1.1 What to do if PI Soil is Identified During the Project Planning Phase

If review of the GIS maps for an HC neighborhood provided in the LUCID indicates that the proposed soil disturbing activity will occur where PI soil is known to be present, the activity should be relocated, if possible, to an area without PI soil. If relocating the soil disturbing activity is not possible, then the EPOC will coordinate with the HC Development Manager to provide environmental support to ensure that potential risk to HC workers, residents, and guests by PI soil disturbance is minimized to the fullest extent.

No soil disturbing work should commence, even with an approved WCR form (dig permit; 647th CES, JBPPH: Form 103), in areas where the presence of PI soil has been identified until the work plan is approved by the EPOC. Approval of the work plan may require a SMP for the soil disturbing activity, which will be prepared in accordance with the *Program Manual* by the EPOC and/or environmental subcontractor. The soil disturbing work may require on-site environmental oversight, and will be coordinated by HC.

3.2 Emergency Response: How to Handle Emergency Repairs

Emergency response actions to underground utilities may require the immediate disturbance of soil at HC neighborhoods. An emergency response would be triggered by breaks in landscaping irrigation lines, water lines, or sewer line breaks. During an emergency response action where soil must be disturbed:

- Treat the soil in the repair zone as PI soil;
- Implement the repair and manage the soil as PI soil; and
- Notify the HC Property Manager and EPOC.

Once the repair action is completed, the LUCID will be used to evaluate whether the soil in the repair zone is PI soil. A SOP for emergency response actions (SOP #02) is provided in Appendix A1, and summarized below.

3.2.1 Repair Implementation/Soil Management

Since soil disturbed during emergency repairs is assumed to be, and managed as PI soil, any soil removed during the response action will be stockpiled on plastic sheeting or tarps, and not placed directly on landscaped lawns, paved parking areas and sidewalks, or exposed soil in the work area. When implementing emergency repairs, especially during water or landscaping irrigation line breaks, PI soil mixed with water generated from a water line (or similar) break, must be prevented from leaving the emergency repair zone. Shutting off supply lines at the main access valve and placement of berms as needed to prevent water and PI soil from running into storm drains is the first priority.

At all times during emergency repairs, responders must don appropriate personal protective equipment (PPE). Until the emergency work area is verified as a non-PI soil area, responders must avoid inadvertently distributing PI soil through production of excessive dust, or tracking of PI soil either by shoes, or on vehicle tires. Any soil stockpiled during excavation of supply lines must be managed as PI soil in accordance with the *Program Manual*.

Following repairs, if evaluation of the repair location using the LUCID verifies that the soil is PI soil, the stockpiled soil will be placed back into the excavation, the marker layer of orange geotextile replaced, followed by a 1-foot of clean soil cap. The landscaping will be replaced and

the repair work documented in the LUCID (Section 4.0). If the soil is not PI soil, then the soil will be placed back into the excavation and any landscaping replaced.

3.2.2 Emergency Notifications

During emergency repairs, the primary concern is public safety. If the public safety is at risk, the installation fire department will be contacted immediately, followed by the HC Development Manager and the EPOC.

In cases where emergency repairs are required but do not immediately threaten public safety; the responders to the emergency will immediately contact the HC Development Manager and the EPOC.

Table 3-1. Emergency Contact Information for HC Project Sites (June 2012)

Name/Title	Phone/Email
Jerry Schmitz Project Director, HC	Office: (808) 853-3766 Cell: (808) 398-1017 Email: gerald.schmitz@lendlease.com
Grant Arnold -EPOC Assistant Environmental Manager, HC	Cell: (808) 343 2134 Email: grant.arnold@lendlease.com
Jeff Seibert Development Manager, HC	Office: 808 853-3783 Cell: 808 426-3163 Email: jeffrey.seibert@lendlease.com
Stephen Quinn Director of Property Management, HC	Cell: (808) 423-1644 Email: stephen.quinn@hickamcommunities.com

3.3 Standard Operating Procedures

Standard Operating Procedures were developed for the LUCID to guide management of PI soil and material during ongoing maintenance or emergency response actions at HC neighborhoods. These SOPs are listed below and provided in Appendix A1.

- SOP # 01: Planning Routine Maintenance
- SOP # 02: Emergency Response- Repairs
- SOP # 03: Soil Stockpiling
- SOP # 04: Backfill Plan
- SOP # 05: Soil Disposal Plan
- SOP # 06: Concrete Debris Management
- SOP # 07: Soil Loading and Off-Site Transport
- SOP # 08: Work Site Restoration
- SOP # 09: Resident Notification
- SOP # 10: The Role of the Property Manager
- SOP # 11: The Role of the Community Manager
- SOP # 12: LUCID Management/The Role of the EPOC

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4.0 MAINTAINING THE LUCID

The use and maintenance of the LUCID is critical to protecting HC workers, residents, and guests from inadvertently coming into contact with PI soil remaining on HC project sites. It is the responsibility of all HC employees and subcontractors to coordinate with the HC EPOC before and after PI soil is disturbed. The EPOC controls and documents all changes to the LUCID.

4.1 Updating and Maintaining the LUCID

Once soil disturbing activities are completed at a project site, any changes to how PI soil is managed, or newly identified areas of PI soil must be provided to the EPOC. Any changes in soil management at an HC project site must be done in accordance with the *Program Manual*.

4.1.1 Completion of Maintenance Work

Upon completion of soil disturbing activities:

- 1) If management of PI soil at the HC project site has changed as a result of soil disturbing work for maintenance activities, these changes should be documented by the EPOC on a GIS map. Examples of soil management changes would be placement of a new hardscape over recently exposed PI soil, or the replacement of a removed hardscape with a marker layer of orange geotextile fabric over exposed PI soil followed by a 1-foot clean soil cap.
- 2) If there are no changes in soil management at the HC project site as a result of the soil disturbing work, the EPOC should be informed in writing that the work did not result in any changes to the current management of PI soil at the site.

4.1.2 New Construction/Renovation Sites

Construction and renovation of housing is currently ongoing at HC, with completion of construction anticipated in 2013. As new neighborhoods are planned, constructed, or older neighborhoods redeveloped, investigations will be conducted to evaluate the presence of any PI soil at the HC project site. Any PI soil detected on the HC project site will require management, which will be completed in accordance with site-specific SMPs and the *Program Manual*¹⁷. Once investigation and construction work is complete at an HC project site, an Environmental Closure Report (ECR) will be completed, which will include GIS maps indicating the new neighborhood layout and areas of PI soil managed-in-place in the IPC neighborhood. A copy of the GIS maps from the ECR will be provided to the EPOC.

¹⁷ (Tetra Tech 2011)

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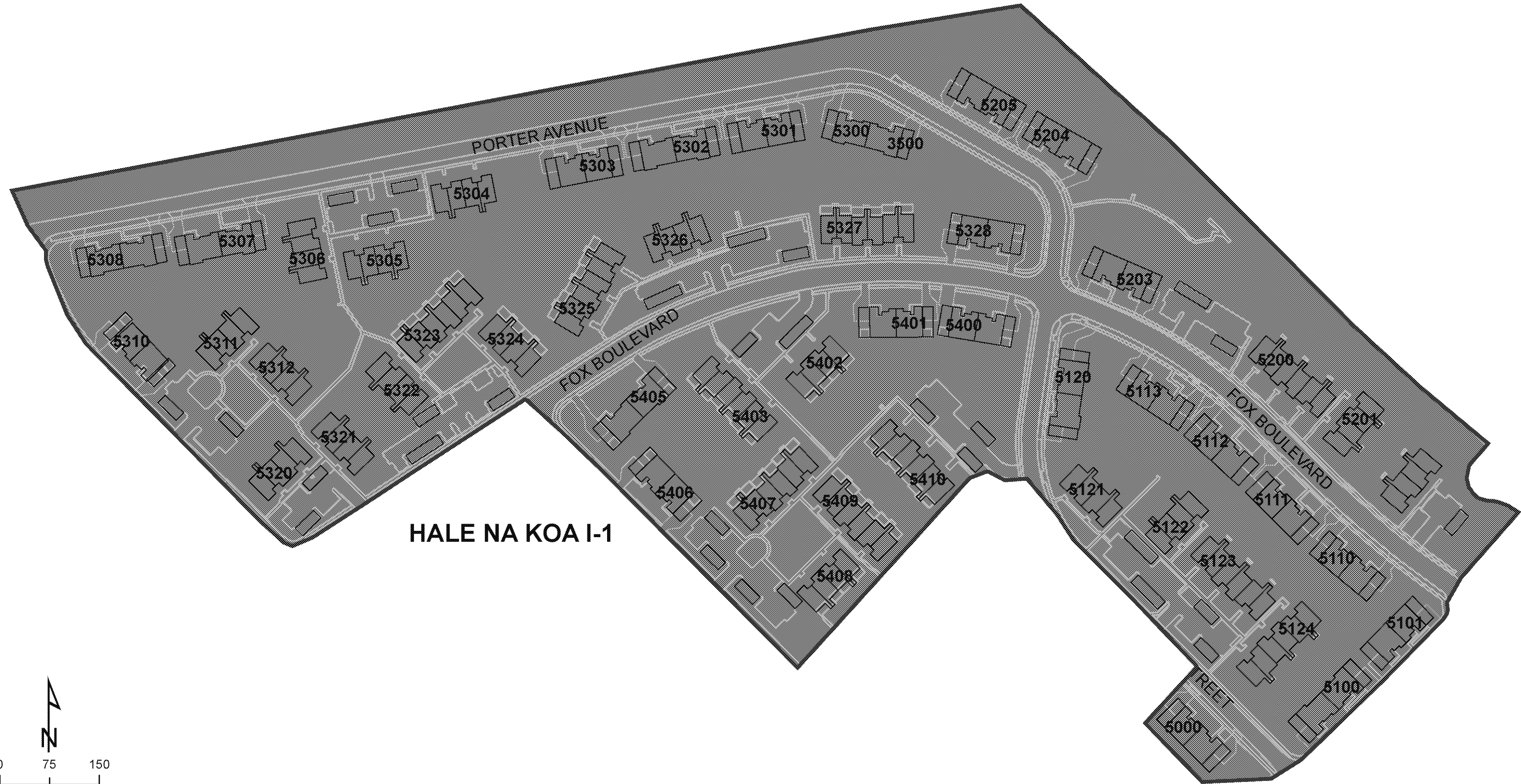
5.0 REFERENCES

- ATSDR (Agency for Toxic Substances and Disease Registry). 1994. *Toxicological Profile for Chlordane*. May. Internet Web site: <http://www.atsdr.cdc.gov/toxprofiles/tp31.pdf>.
- HC (Hickam Communities LLC). 2010. *Hickam Communities Resident Guide and Community Standards Handbook, Attachment A to Tenant Lease. Effective as of 1 January 2010*. Prepared by Hickam Communities LLC. 2010.
- _____. 2011a. *Voluntary Agreement for Environmental Response Actions, 4813-0003-0216.1.063953-00002*. Agreement between Hickam Communities LLC and Hawai'i Department Health. February 18, 2011.
- _____. 2011b. *Hickam Communities Fence Policy Packet*. Prepared by Hickam Communities LLC. Effective September 15, 2011.
- _____. 2011c. *RE: Draft Removal Action Report Comment Response*. Email correspondence from Jeffrey Seibert, Hickam Communities LLC Development Manager, and Yvonne Parry, Tetra Tech Project Manager. November 9, 2011.
- Tetra Tech. 2007. *Phase I Environmental Site Assessment, Hickam Phase II Military Family Housing (MFH), Hickam Air Force Base, Honolulu, Hawai'i*. Prepared for Actus Lend Lease, LLC. July 2007.
- _____. 2011. *Pesticide Impacted Soil Investigation and Management Program Manual, Hickam Communities Property, O'ahu, Hawai'i*. DCN: 2770101.0001.F03. Prepared for Hickam Communities LLC. August 31, 2011.
- _____. 2012. *Environmental Hazard Management Plan, Earhart I-2, Earhart I-3, and Onizuka II-I Neighborhoods, Hickam Communities, O'ahu, Hawai'i*. DCN: 2653505.0004.F03. Prepared for Hickam Communities LLC. June 7, 2012.
- Waller (J.M. Waller Associates). 2007. *Environmental Baseline Survey for the Military Family Housing Privatization Phase II Hickam AFB*. Prepared for United States Air Force 15th Airlift Wing, Hickam AFB, Hawai'i. April.

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FIGURES

R:\NEW265356\Layouts\LUCID\Phase I Pesticide-Impacted Soil at Hale Na Koa I-1.mxd 4/19/12 - YE



Onizuka II-3 Boundary

New Building Footprints

Roads

Pesticide-impacted (PI) soil present under hardscape or under 1 foot thick clean soil cap.

Notes:

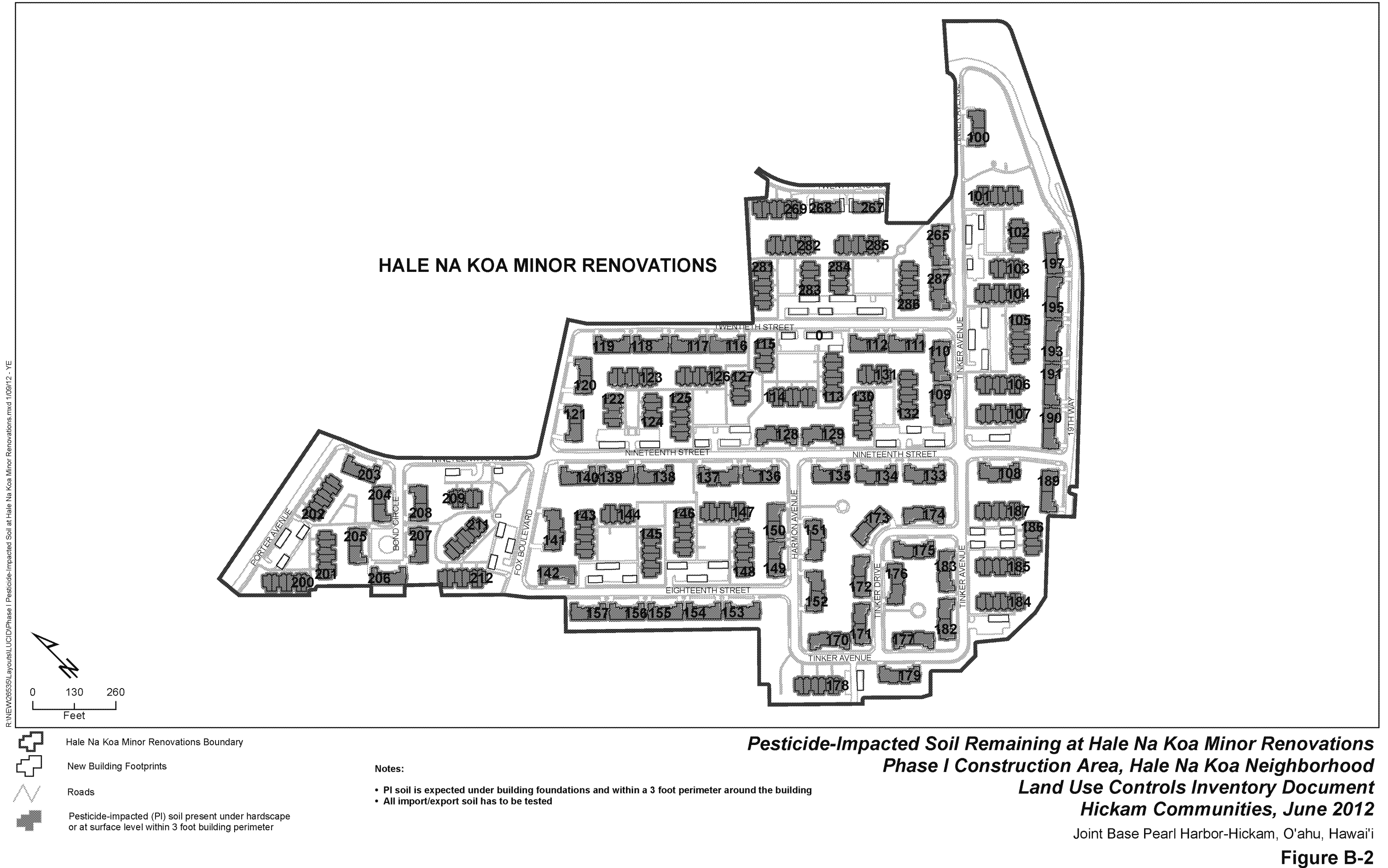
- PI soil is expected under hardscapes (e.g. roads, foundations, sidewalks, etc.)
- In open areas PI soil is expected under a 1 foot thick clean soil cap
- An orange geotextile marker layer has not been installed at Hale Na Koa I-1
- PI soil is expected in utility trenches
- All soil removed from deeper than 1 foot has to be assumed pesticide-impacted unless tested
- All import/export soil has to be tested

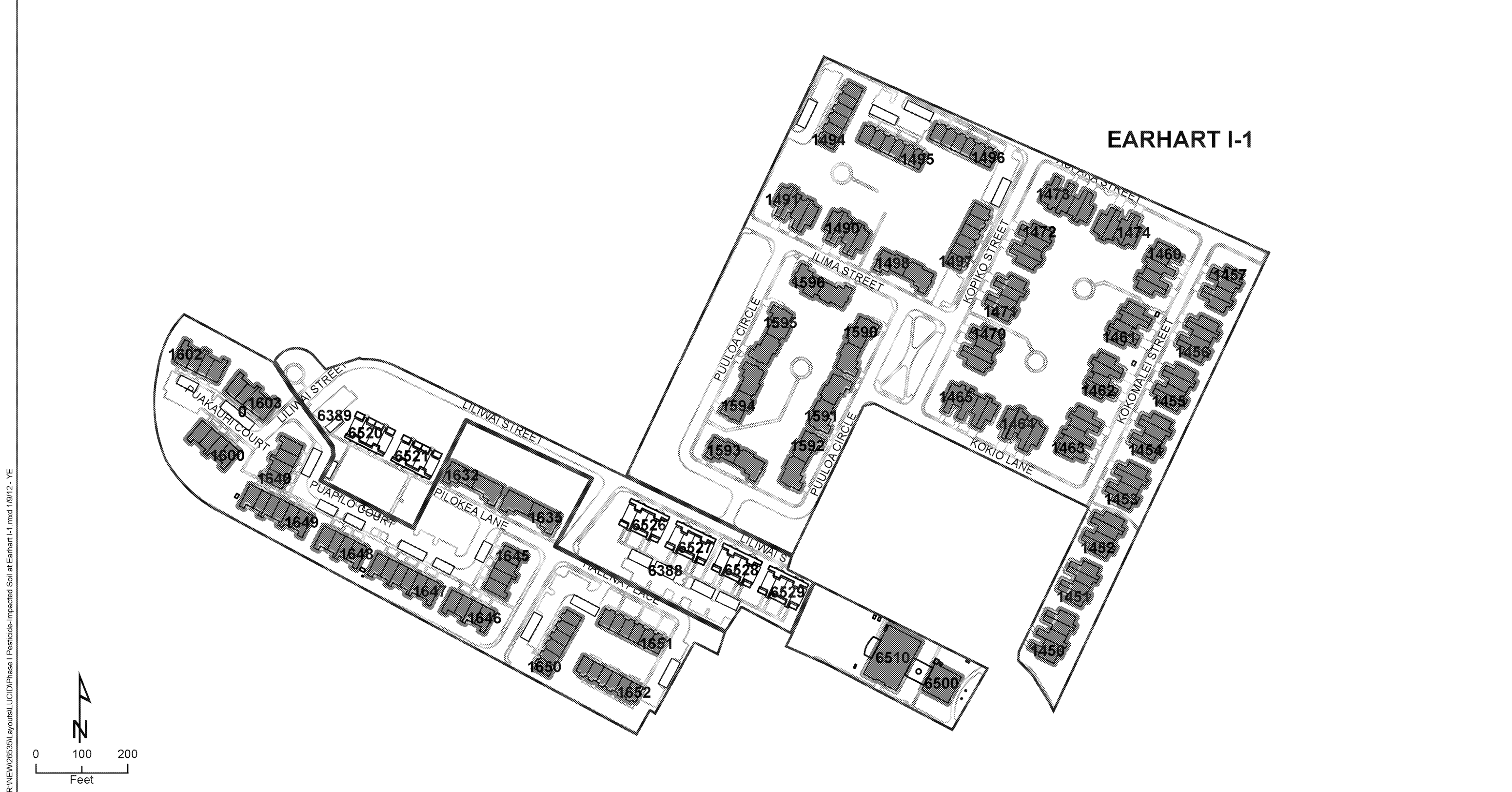
***Pesticide-Impacted Soil remaining at Hale Na Koa I-1
Phase I Construction Area, Hale Na Koa Neighborhood
Land Use Controls Inventory Document
Hickam Communities, June 2012***

Joint Base Pearl Harbor-Hickam, O'ahu, Hawai'i





Figure B-1

R:\NEW26535\Layouts\LUCID\Phase I Pesticide-Impacted Soil at Hale Na Koa Minor Renovations.mxd 10/9/12 - YE





R:\NEW26535\Layouts\LUCID\Phase I Pesticide-Impacted Soil at Earhart I-1.mxd 10/12 - YE

-  Earhart I-1 Boundary
-  New Building Footprints
-  Roads
-  Pesticide-impacted (PI) soil present under hardscape or at surface level within 3 foot building perimeter.

Notes:

- PI soil is expected under building foundations and within a 3 foot perimeter around the building
- All import/export soil has to be tested

**Pesticide-Impacted Soil Remaining at Earhart I-1
Phase I Construction Area, Earhart Neighborhood
Land Use Controls Inventory Document
Hickam Communities, June 2012**

Joint Base Pearl Harbor-Hickam, O'ahu, Hawaii

Figure B-3

R:\NEW26535\Layouts\LUCID\Phase II Pesticide-Impacted Soil at Earhart I-2.mxd 4/19/12 - YE



Earhart I-2 Boundary

New Building Footprints

Roads

Pesticide-impacted (PI) soil present under hardscape or under 6 inch thick clean soil cap.

Notes:

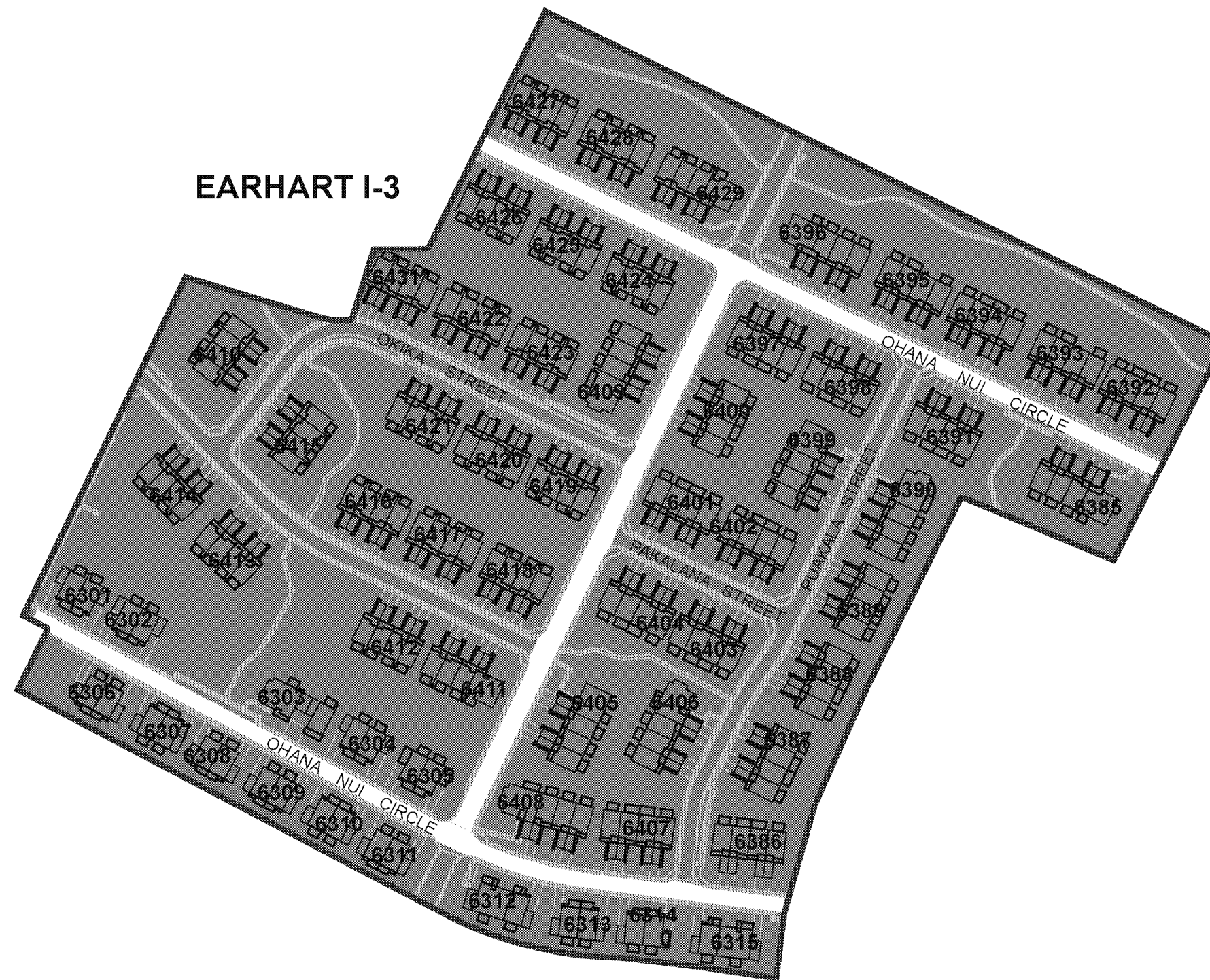
- PI soil is expected under hardscapes (e.g. roads, foundations, sidewalks, etc.)
- In open areas PI soil is expected under at least a 6 inch thick clean soil cap
- Where PI soil was managed, an orange geotextile marker layer has been installed between the clean cap and the PI soil
- PI soil is expected in utility trenches
- All soil removed from deeper than 6 inches must be assumed pesticide-impacted unless tested
- All import/export soil must be tested

**Pesticide-Impacted Soil Remaining at Earhart I-2
Phase I Construction Area, Earhart Neighborhood
Land Use Controls Inventory Document
Hickam Communities, June 2012**

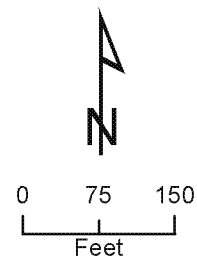
Joint Base Pearl Harbor-Hickam, O'ahu, Hawai'i





Figure B-4

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EARHART I-3



-  Earhart I-3 Boundary
-  New Building Footprints
-  Roads
-  Pesticide-impacted (PI) soil present under hardscape or under 6 inch thick cap.

Notes:

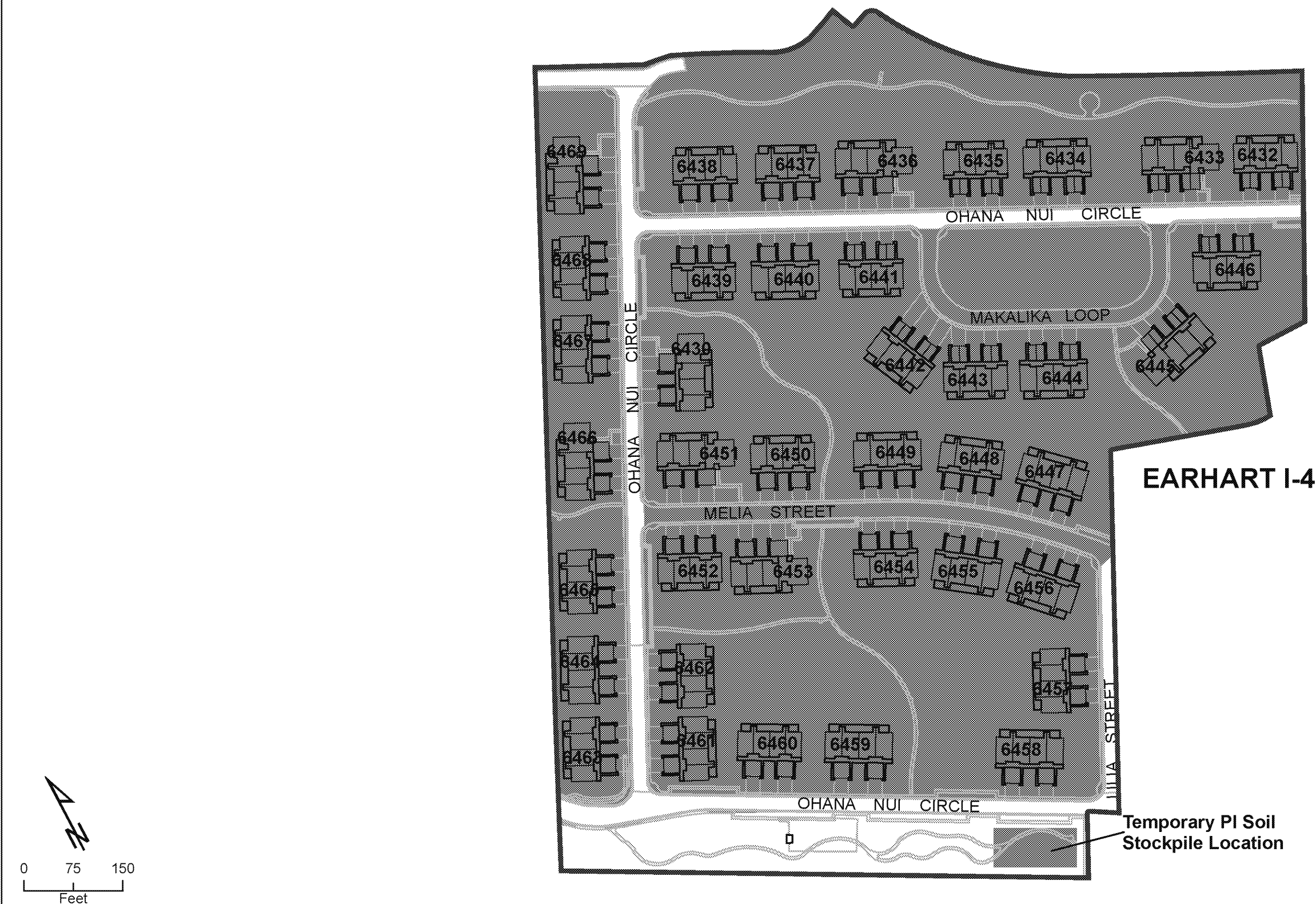
- PI soil is expected under hardscapes (e.g. roads, foundations, sidewalks, etc.)
- In open areas PI soil is expected under at least a six inch thick cap
- Where PI soil was managed, an orange geotextile marker layer has been installed between the clean cap and the PI soil
- PI soil is expected in utility trenches
- All soil removed from deeper than 6 inches has to be assumed pesticide-impacted unless tested
- All import/export soil has to be tested

Pesticide-Impacted Soil Remaining at Earhart I-3 Phase I Construction Area, Earhart Neighborhood Land Use Controls Inventory Document Hickam Communities, June 2012

Joint Base Pearl Harbor-Hickam, O'ahu, Hawai'i

Figure B-5

R:\NEW26535\Layouts\LUCID\Phase II Pesticide-Impacted Soil at Earhart I-4.mxd 4/19/12 - YE



Notes:

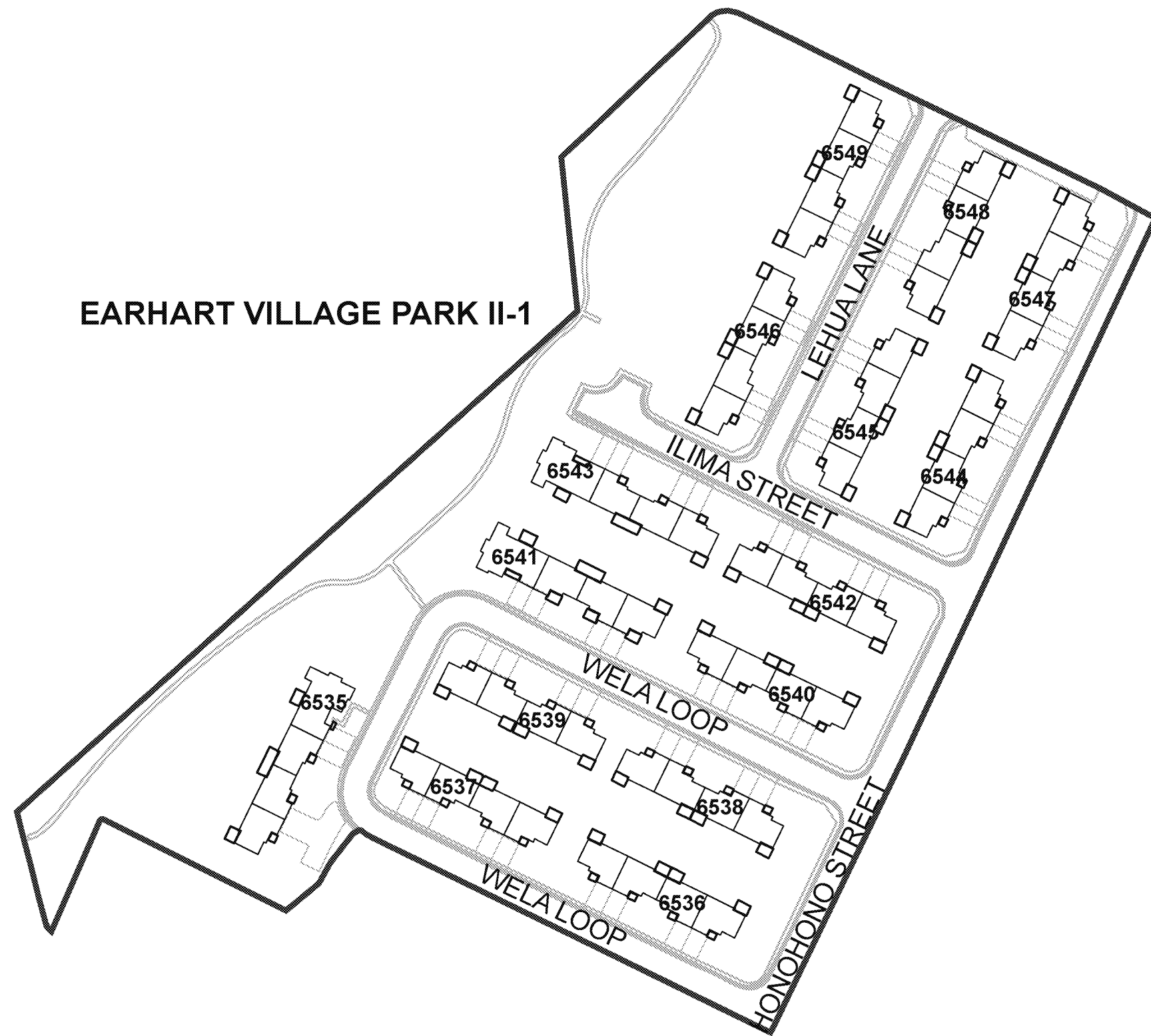
- PI soil is expected under hardscapes (e.g. roads, foundations, sidewalks, etc.)
- In open areas PI soil is expected under a 1 foot thick clean soil cap
- An orange geotextile marker layer has been installed between the clean soil cap and the PI soil
- PI soil is expected in utility trenches
- All soil removed from deeper than 1 foot has to be assumed pesticide-impacted unless tested
- All import/export soil has to be tested

**Pesticide-Impacted Soil Remaining at Earhart I-4
Phase I Construction Area, Earhart Neighborhood
Land Use Controls Inventory Document
Hickam Communities, June 2012**

Joint Base Pearl Harbor-Hickam, O'ahu, Hawai'i

Figure B-6

R:\NEW26535\Layouts\EHMP\Appendix A\Phase II Pesticide-Impacted Soil at Earhart Village Park II-1.mxd 4/18/12 - YE



Notes:

- There is no PI soil expected to remain at Earhart Village Park II-1.

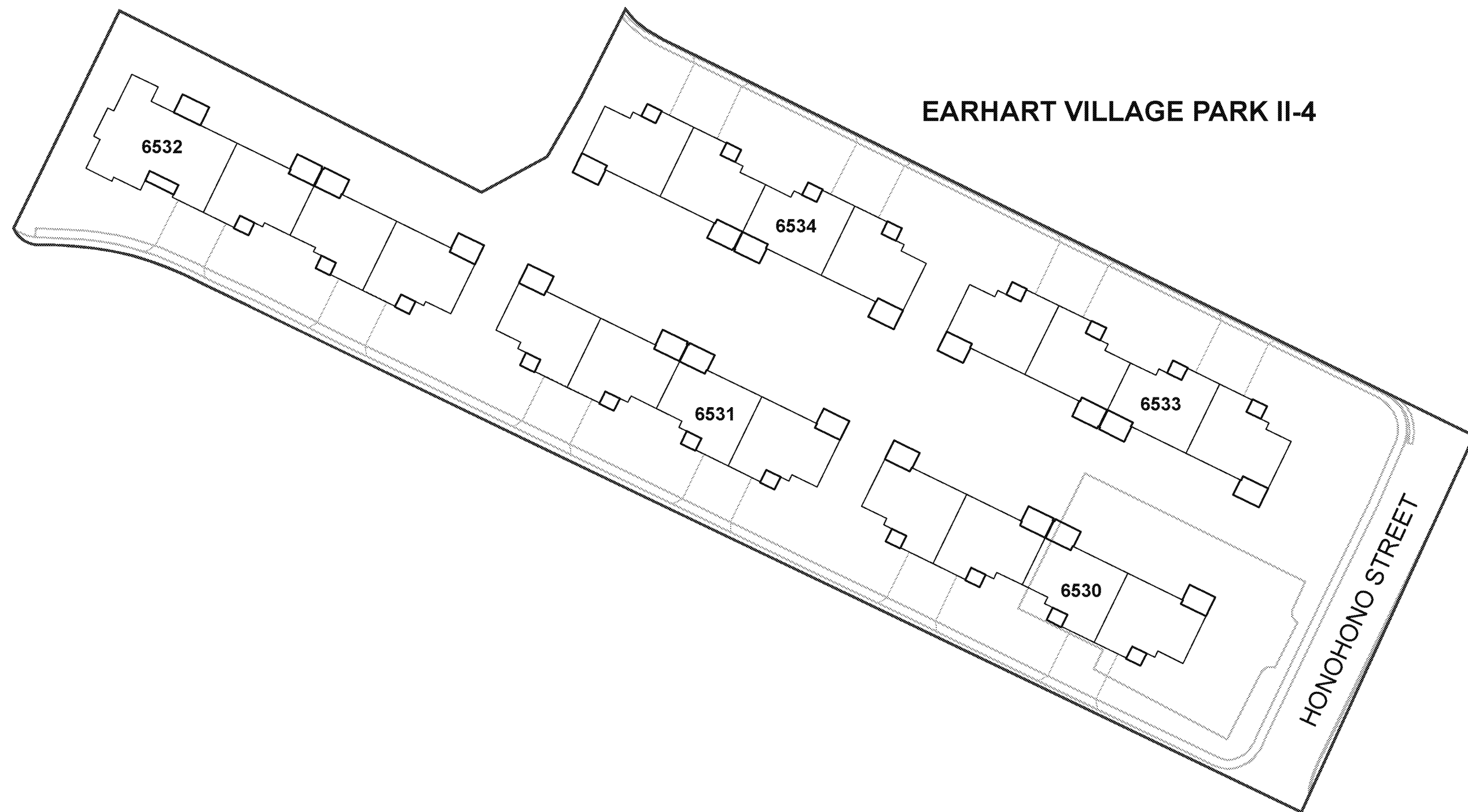
**Pesticide-Impacted Soil Remaining at Earhart Village Park II-1
Phase II Construction Area, Earhart Village Park Neighborhood
Land Use Controls Inventory Document
Hickam Communities, June 2012**

Joint Base Pearl Harbor-Hickam, O'ahu, Hawai'i




Figure B-7



R:\NEW26535\Layouts\LUCID\Phase II Pesticide-Impacted Soil at Earhart Village Park II-4.mxd 4/19/12 - YE



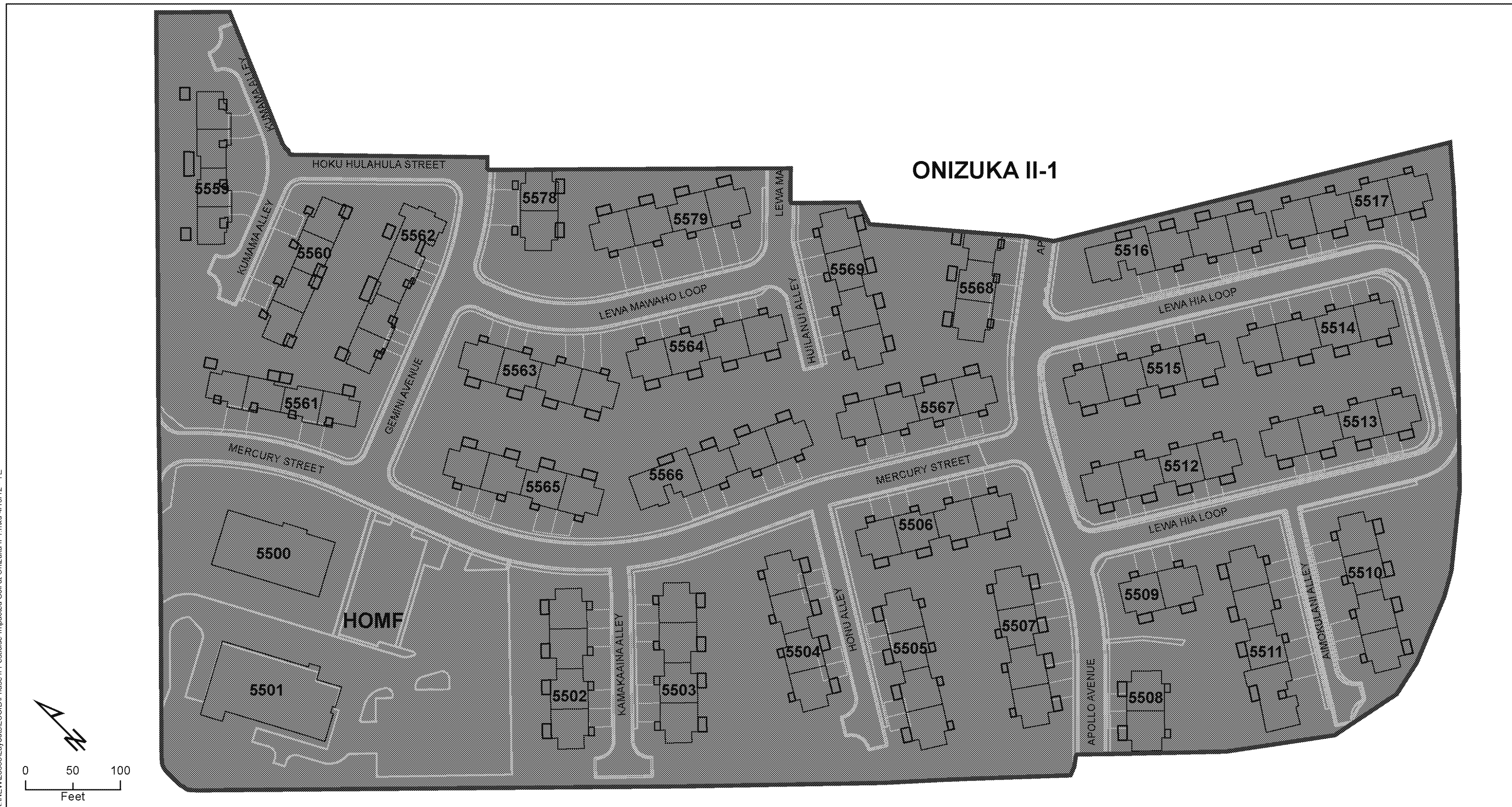
This figure shows the planned construction layout for this previously undeveloped parcel. The parcel has not been evaluated at this time.





-  Earhart Village Park II-4 Boundary
-  New Building Footprints
-  Roads

***Pesticide-Impacted Soil Remaining at Earhart Village Park II-4
Phase II Construction Area, Earhart Village Park Neighborhood
Land Use Controls Inventory Document
Hickam Communities, June 2012***

Joint Base Pearl Harbor-Hickam, O'ahu, Hawaii

Figure B-8



- | | |
|--|--|
|  | Onizuka II-1 Boundary |
|  | Buildings |
|  | Roads |
|  | Pesticide-impacted (PI) soil present under hardscape or under 1 foot thick clean soil cap. |

Buildings

Roads

Pesticide-impacted (PI) soil present under hardscape or under 1 foot thick clean soil cap.

Notes:

- PI soil is expected under hardscapes (e.g. roads, foundations, sidewalks, etc.)
- In open areas PI soil is expected under a 1 foot thick clean soil cap
- An orange geotextile marker layer has not been installed at Onizuka II-1
- PI soil is expected in utility trenches
- All soil removed from deeper than 1 foot must be assumed pesticide-impacted unless tested
- All import/export soil must be tested
- HOMF = HC Office and Maintenance Facility

- In open areas PI soil is expected under a 1 foot thick clean soil cap

- An orange geotextile marker layer has not been installed at Onizuka II-1

- PI soil is expected in utility trenches

- All soil removed from deeper than 1 foot must be assumed pesticide-impacted unless tested

- All import/export soil must be tested

- **HOMF = HC Office and Maintenance Facility**

***Pesticide-Impacted Soil Remaining at Onizuka II-1
Phase II Construction Area, Onizuka Neighborhood
Land Use Controls Inventory Document
Hickam Communities, June 2012***

Phase II Construction Area, Onizuka Neighborhood

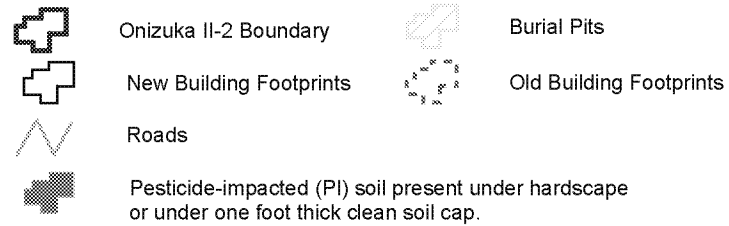
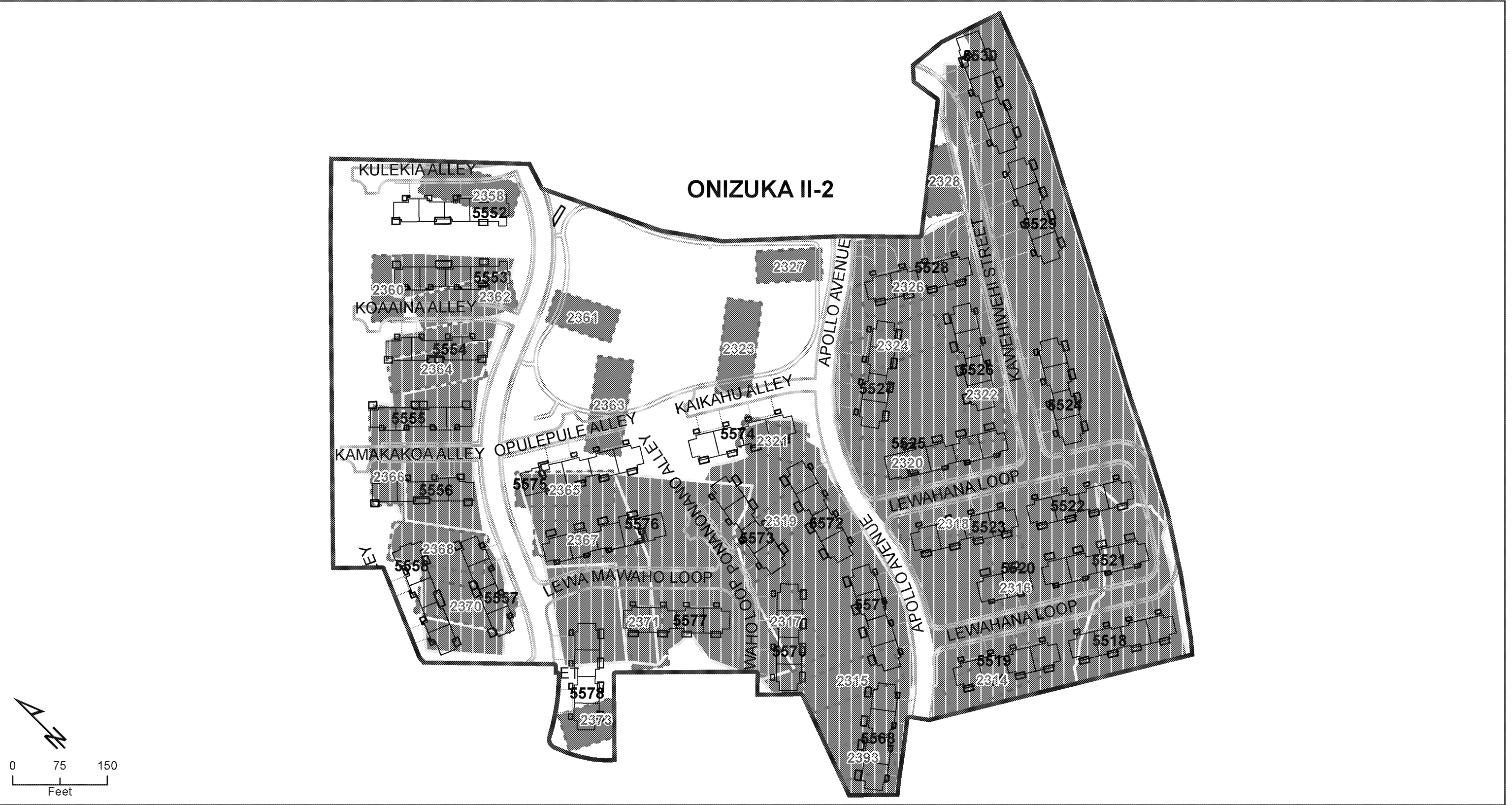
Land Use Controls Inventory Document

Hickam Communities, June 2012

Joint Base Pearl Harbor-Hickam, O'ahu, Hawai'i

Figure B-9

R:\NEW06535\Layouts\EHMP\Phase II Pesticide-Impacted Soil at Onizuka II-2.mxd 4/19/12 - YE



Notes:

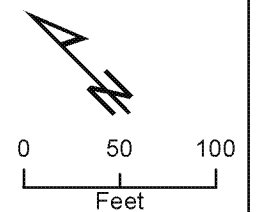
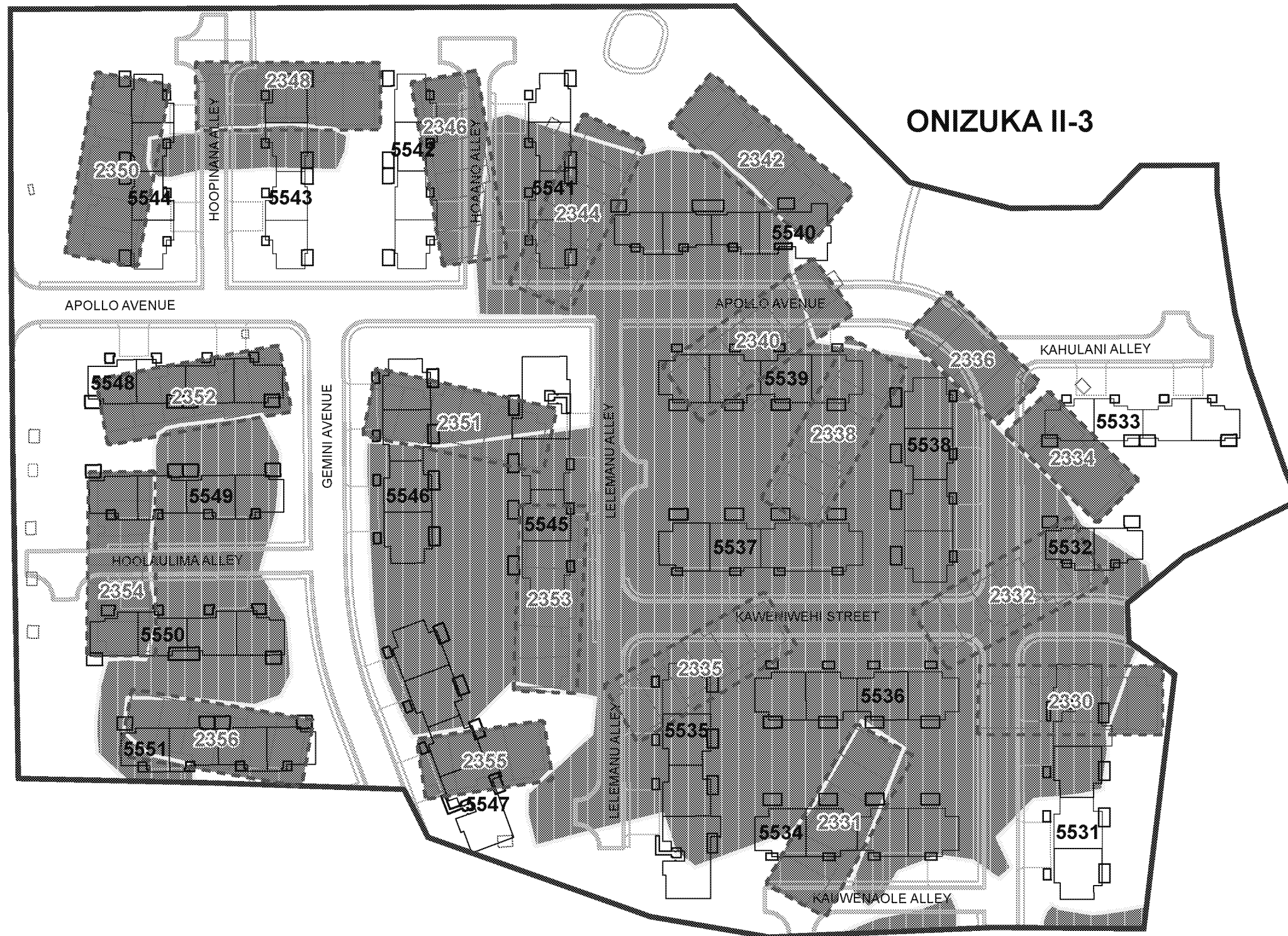
- Within the burial pits, PI soil is expected under building foundations
- In open areas PI soil is expected under a 1 foot thick cap
- An orange geotextile marker layer has been installed between the clean soil cap and the PI soil
- Within the burial pits, PI soil is expected in utility trenches
- Within burial pits, all soil removed from deeper than 1 foot has to be assumed pesticide-impacted unless tested
- Within burial pits, PI soil has been placed up to an elevation of 5 feet amsl
- All import/export soil has to be tested

**Pesticide-Impacted Soil Remaining at Onizuka II-2
Phase II Construction Area, Onizuka Neighborhood
Land Use Controls Inventory Document
Hickam Communities, June 2012**

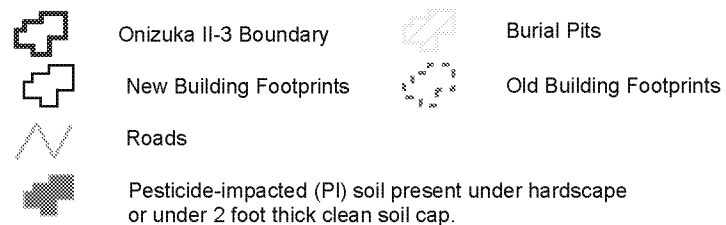
Joint Base Pearl Harbor-Hickam, O'ahu, Hawai'i

Figure B-10

R:\NEW26535\Layouts\LUCID\Phase II Pesticide-Impacted Soil at Onizuka II-3.mxd 4/19/12 - YE



This is a draft map. The final topographic map for the burial pits is still outstanding.



Notes:

- All soil removed from deeper than 2 foot has to be assumed pesticide-impacted unless tested
- All import/export soil has to be tested
- Within the burial pits, PI soil is expected under building foundations and in utility trenches
- In open areas PI soil is expected under a 2 foot thick clean soil cap
- An orange geotextile marker layer has been installed between the clean soil cap and the PI soil
- Within burial pits, all soil removed from deeper than 1 foot has to be assumed pesticide-impacted unless tested
- Within burial pits, PI soil has been placed up to an elevation of 5 feet amsl
- All import/export soil has to be tested

**Pesticide-Impacted Soil Remaining at Onizuka II-3
Phase II Construction Area, Onizuka Neighborhood
Land Use Controls Inventory Document
Hickam Communities, June 2012**

Joint Base Pearl Harbor-Hickam, O'ahu, Hawai'i

Figure B-11



R:\NEW\26535\Layouts\LUCID\Phase II Pesticide-Impacted Soil at Challenger Loop.mxd 4/19/12 - YE



New Building Footprints

Roads

Pesticide-impacted (PI) soil present under hardscape or at surface level within 3 foot building perimeter.

Notes:

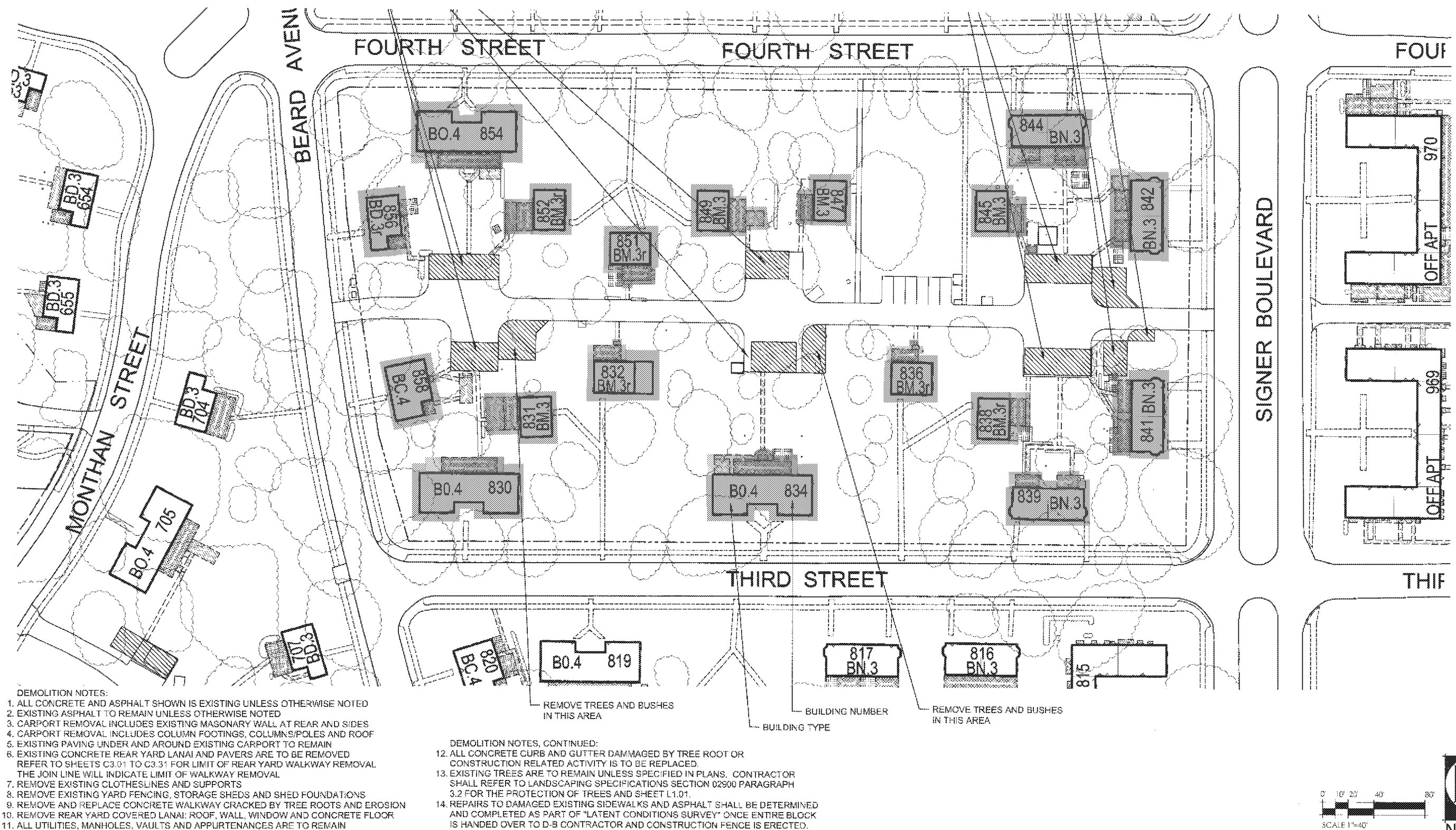
- PI soil is expected under building foundations and within a 3 foot perimeter around the building
- All import/export soil has to be tested

**Pesticide-Impacted Soil Remaining at Challenger Loop
Phase II Construction Area, Challenger Loop
Land Use Controls Inventory Document
Hickam Communities, June 2012**

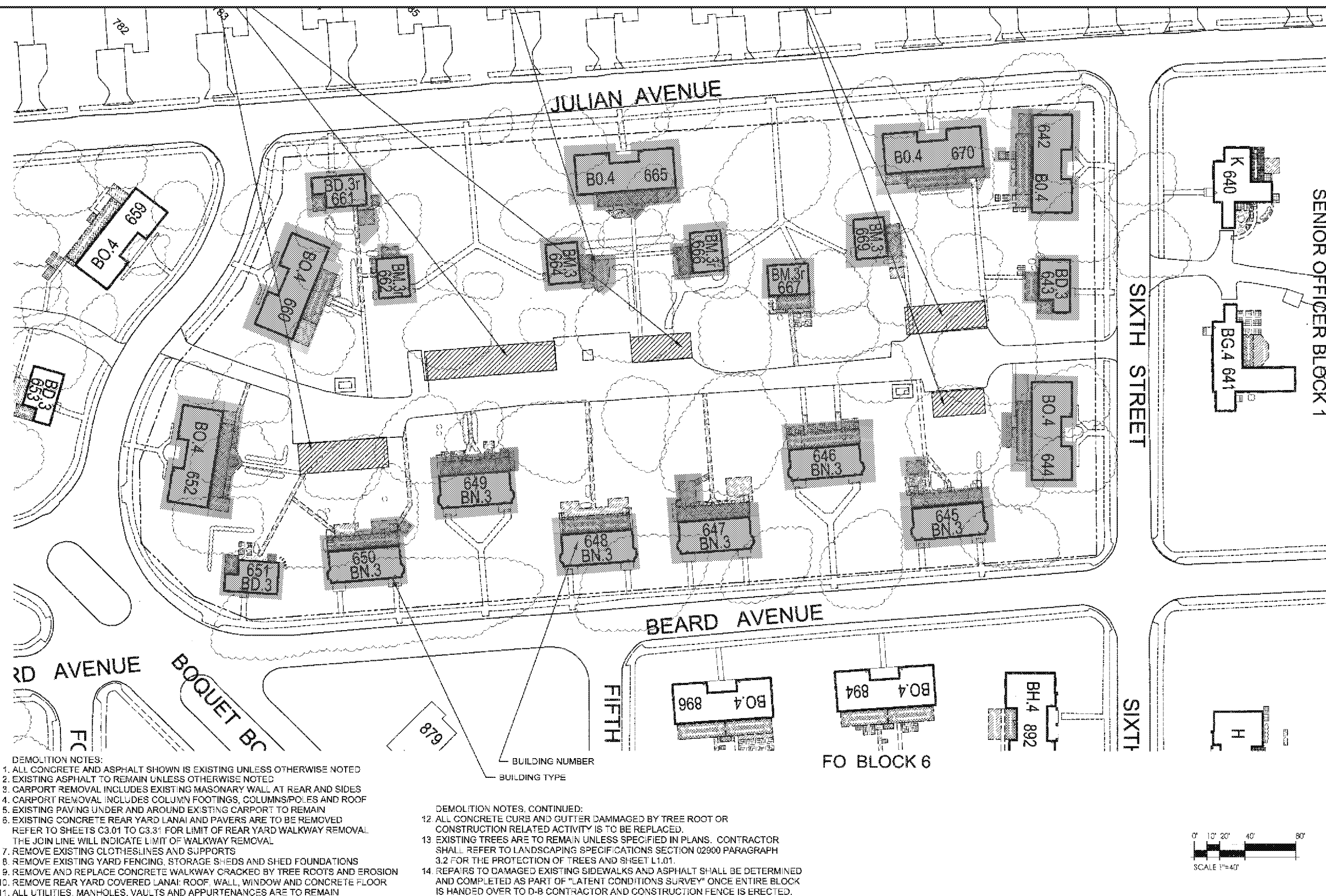
Joint Base Pearl Harbor-Hickam, O'ahu, Hawai'i

Figure B-12

r:\new\26535\Cover\UICID\Pesticide-Impacted Soil Remaining at FO3 Block.cdr - 4/19/12 - YE



The 3 ft building zone depicted on the map is estimated.
The actual 3 ft distance will be measured and marked in the field prior to excavation.



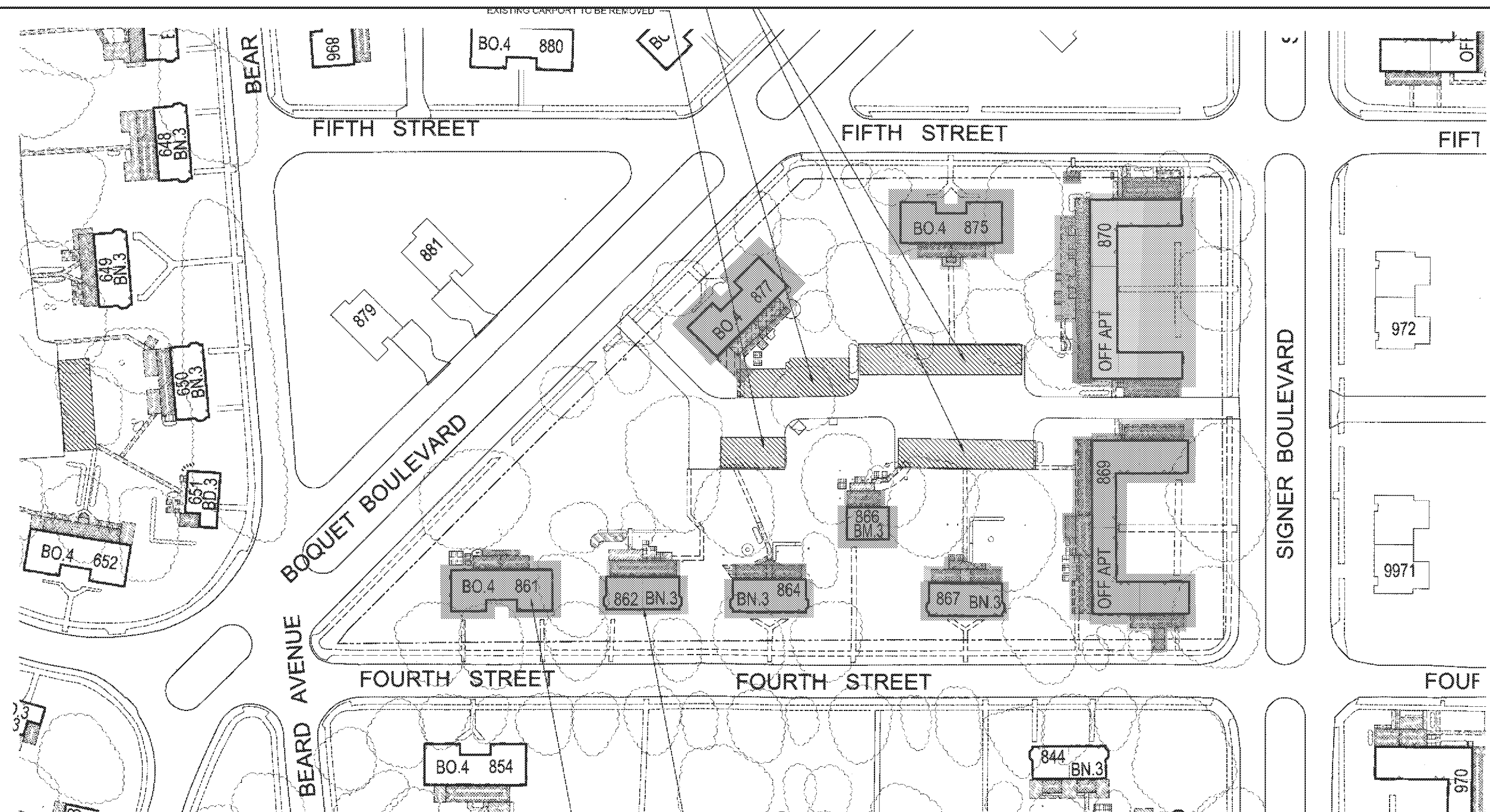
The 3 foot building zone depicted on the map is estimated. The actual 3 foot distance will be measured and marked in the field prior to excavation.

**Pesticide-Impacted Soil Remaining at FO5 Block
Phase II Construction Area, Historical Blocks II-2
Land Use Controls Inventory Document
Hickam Communities, June 2012**


Joint Base Pearl Harbor-Hickam, O'ahu, Hawai'i

Figure B-13-2

r:\new\26321\Cover\UCID\Pesticide-Impacted Soil Remaining at F07 Block.cdr - 4/19/12 - YE



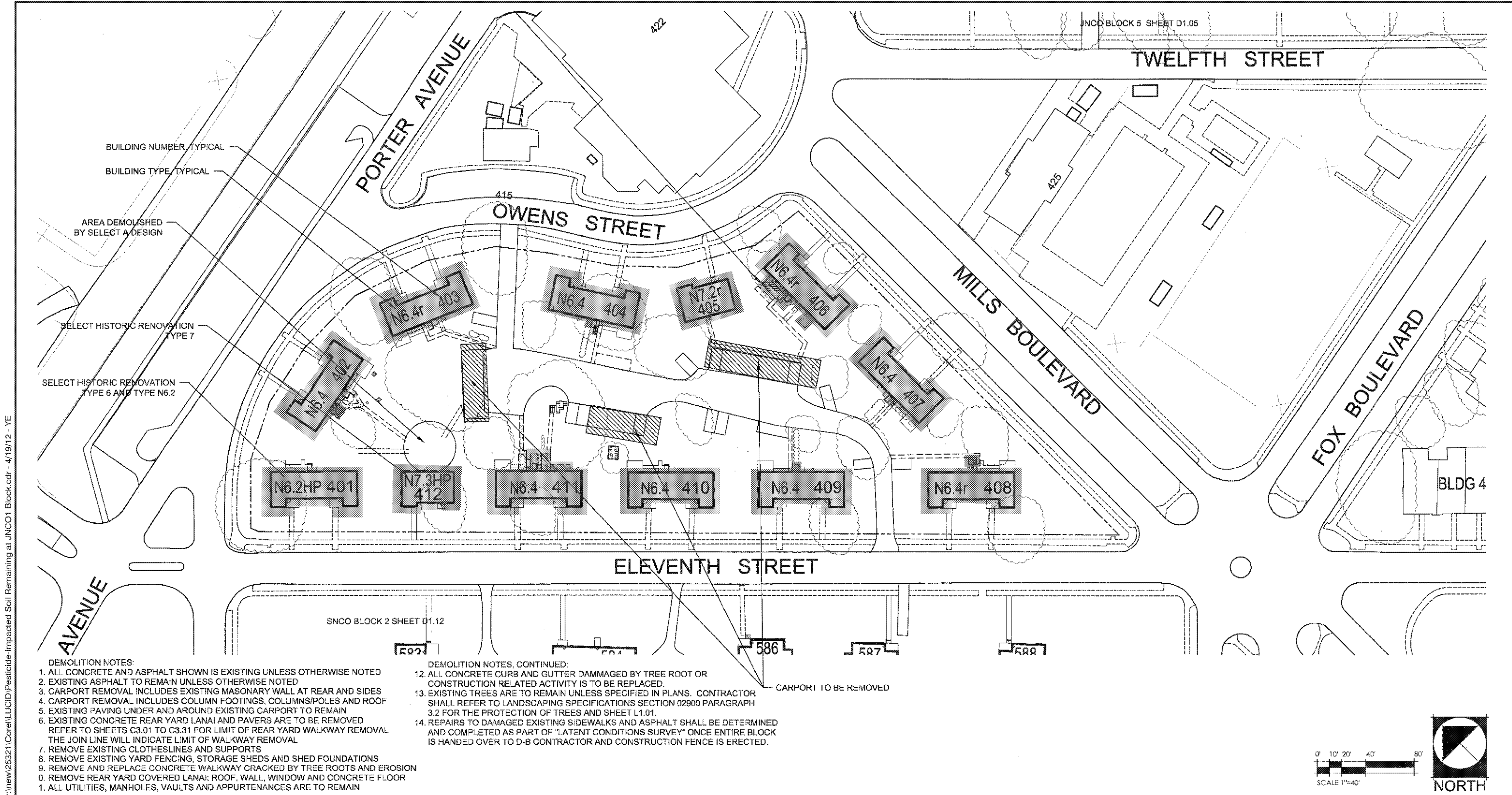
The 3 foot building zone depicted on the map is estimated.
The actual 3 foot distance will be measured and marked in the field prior to excavation.

 Pesticide-impacted (PI) soil present under hardscape or under 1 foot thick clean soil cap.

**Pesticide-Impacted Soil Remaining at F07 Block
Phase II Construction Area, Historical Blocks II-2
Land Use Controls Inventory Document
Hickam Communities, June 2012**

Joint Base Pearl Harbor-Hickam, O'ahu, Hawai'i

Figure B-13-3

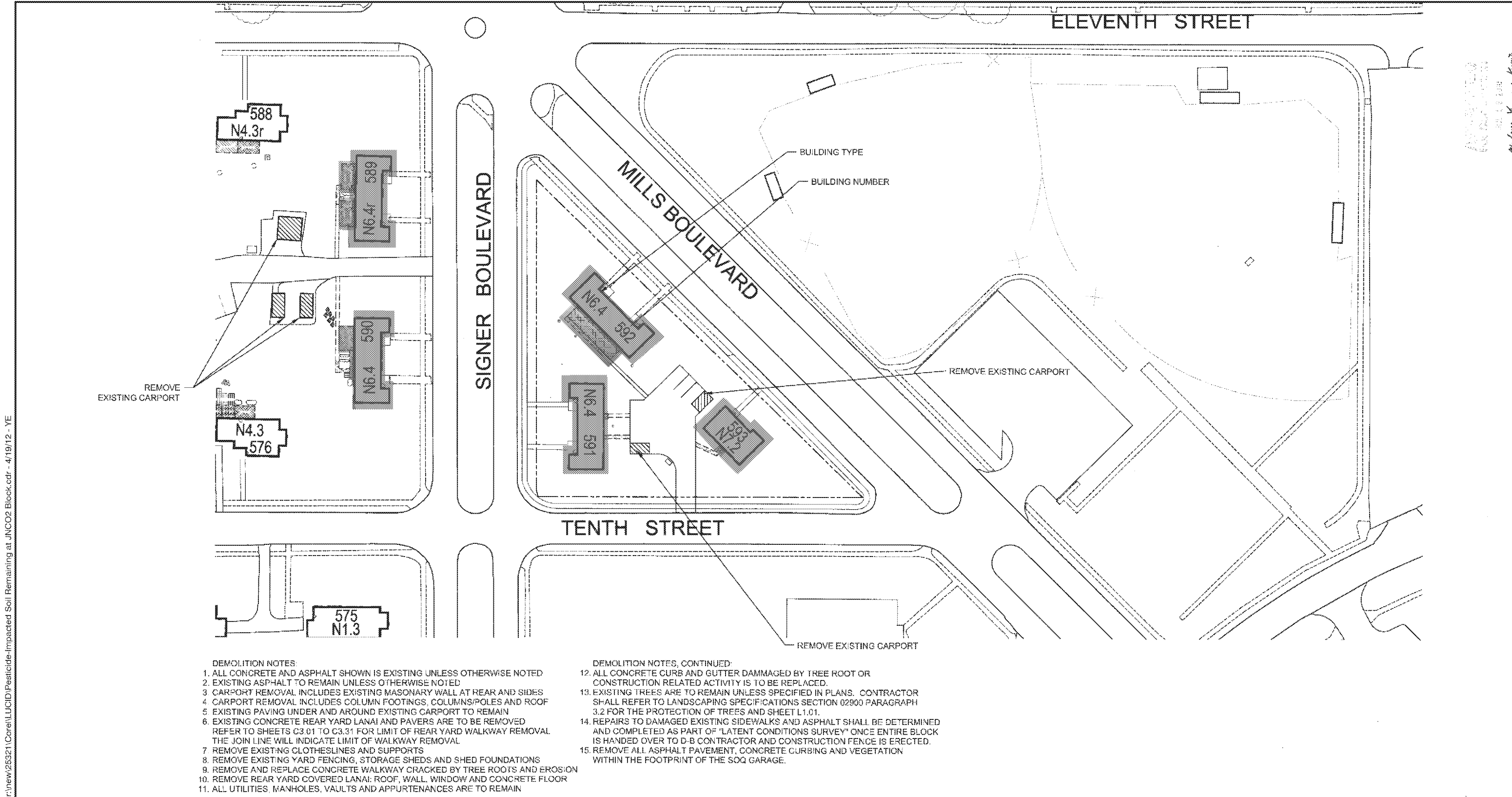


The 3 foot building zone depicted on the map is estimated.
The actual 3 foot distance will be measured and marked in the field prior to excavation.

**Pesticide-Impacted Soil Remaining at JNCO1 Block
Phase II Construction Area, Historical Blocks II-2
Land Use Controls Inventory Document
Hickam Communities, June 2012**

Joint Base Pearl Harbor-Hickam, O'ahu, Hawai'i

Figure B-13-4



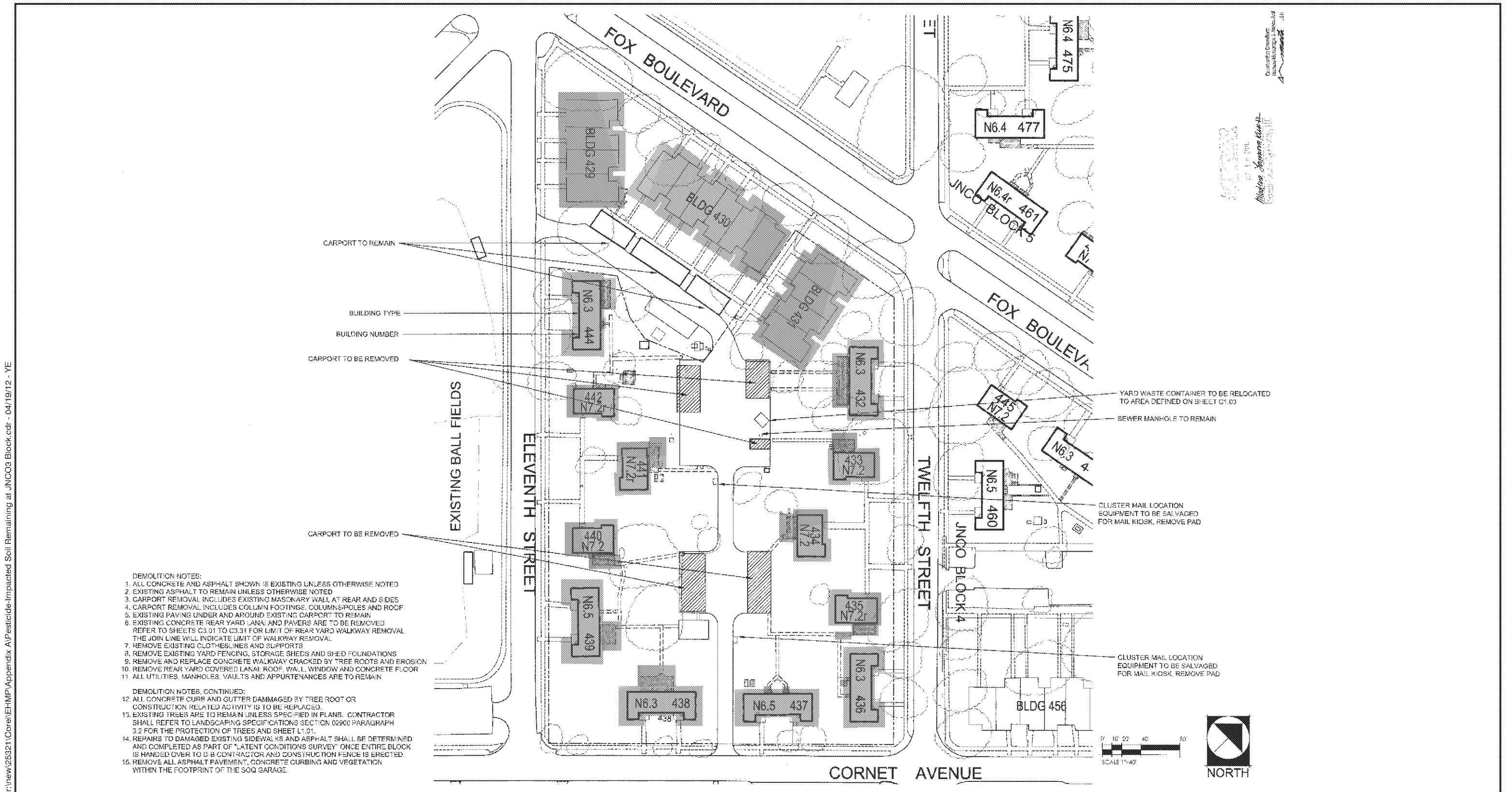
The 3 foot building zone depicted on the map is estimated.
The actual 3 foot distance will be measured and marked in the field prior to excavation.

**Pesticide-Impacted Soil Remaining at JNCO2 Block
Phase II Construction Area, Historical Blocks II-2
Land Use Controls Inventory Document
Hickam Communities, June 2012**

Joint Base Pearl Harbor-Hickam, O'ahu, Hawai'i

Figure B-13-5

r:\new\26321\Correl\EHMP\Appendix A\Pesticide-Impacted Soil Remaining at JNCO3 Block.cdr - 04/19/12 - YE



The 3 foot building zone depicted on the map is estimated. The actual 3 foot distance will be measured and marked in the field prior to excavation.

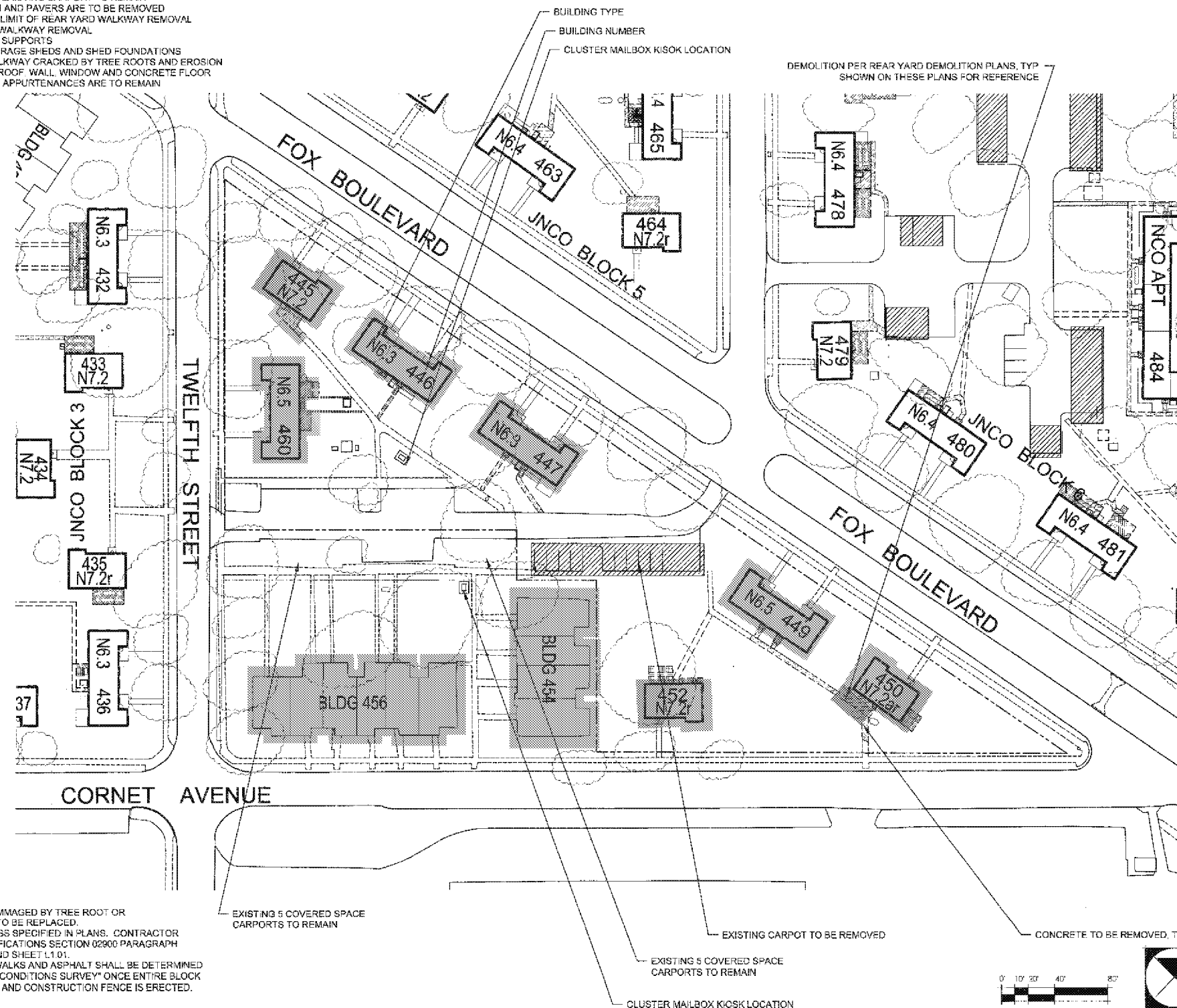
**Pesticide-Impacted Soil Remaining at JNCO3 Block
Phase II Construction Area, Historical Blocks II-2
Land Use Controls Inventory Document
Hickam Communities, June 2012**

Joint Base Pearl Harbor-Hickam, O'ahu, Hawaii

Figure B-13-6


r:\new\26321\Cover\UCID\Pesticide-Impacted Soil Remaining at JNCO4 Block.cdr - 4/19/12 - YE

- DEMOLITION NOTES:
1. ALL CONCRETE AND ASPHALT SHOWN IS EXISTING UNLESS OTHERWISE NOTED
 2. EXISTING ASPHALT TO REMAIN UNLESS OTHERWISE NOTED
 3. CARPORT REMOVAL INCLUDES EXISTING MASONRY WALL AT REAR AND SIDES
 4. CARPORT REMOVAL INCLUDES COLUMN FOOTINGS, COLUMNS/POLES AND ROOF
 5. EXISTING PAVING UNDER AND AROUND EXISTING CARPORT TO REMAIN
 6. EXISTING CONCRETE REAR YARD LANAI AND PAVERS ARE TO BE REMOVED
 7. REFER TO SHEETS C3.01 TO C3.31 FOR LIMIT OF REAR YARD WALKWAY REMOVAL
 8. THE JOIN LINE WILL INDICATE LIMIT OF WALKWAY REMOVAL
 9. REMOVE EXISTING CLOTHESLINES AND SUPPORTS
 10. REMOVE EXISTING YARD FENCING, STORAGE SHEDS AND SHED FOUNDATIONS
 11. REMOVE AND REPLACE CONCRETE WALKWAY CRACKED BY TREE ROOTS AND EROSION
 12. REMOVE REAR YARD COVERED LANAI, ROOF, WALL, WINDOW AND CONCRETE FLOOR
 13. ALL UTILITIES, MANHOLES, VAULTS AND APPURTENANCES ARE TO REMAIN



- DEMOLITION NOTES, CONTINUED:
12. ALL CONCRETE CURB AND GUTTER DAMAGED BY TREE ROOT OR CONSTRUCTION RELATED ACTIVITY IS TO BE REPLACED.
 13. EXISTING TREES ARE TO REMAIN UNLESS SPECIFIED IN PLANS. CONTRACTOR SHALL REFER TO LANDSCAPING SPECIFICATIONS SECTION 02900 PARAGRAPH 3.2 FOR THE PROTECTION OF TREES AND SHEET 1.1.01.
 14. REPAIRS TO DAMAGED EXISTING SIDEWALKS AND ASPHALT SHALL BE DETERMINED AND COMPLETED AS PART OF "LATENT CONDITIONS SURVEY" ONCE ENTIRE BLOCK IS HANDED OVER TO D-B CONTRACTOR AND CONSTRUCTION FENCE IS ERECTED.

The 3 foot building zone depicted on the map is estimated.
The actual 3 foot distance will be measured and marked in the field prior to excavation.

 Pesticide-impacted (PI) soil present under hardscape or under 1 foot thick clean soil cap.

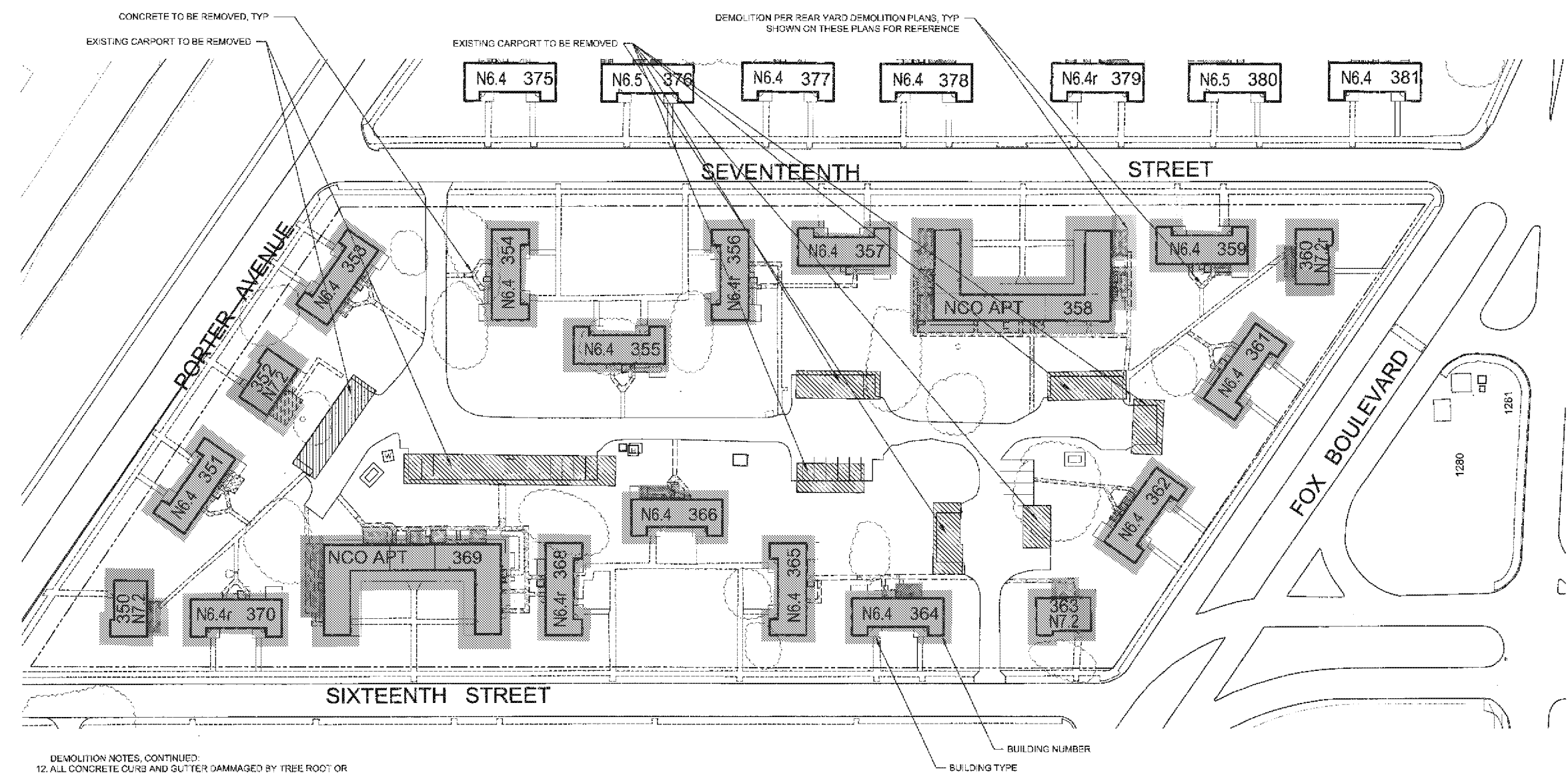
**Pesticide-Impacted Soil Remaining at JNCO4 Block
Phase II Construction Area, Historical Blocks II-2
Land Use Controls Inventory Document
Hickam Communities, June 2012**

Joint Base Pearl Harbor-Hickam, O'ahu, Hawaii

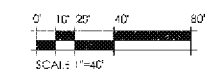
Figure B-13-7

- DEMOLITION NOTES:
1. ALL CONCRETE AND ASPHALT SHOWN IS EXISTING UNLESS OTHERWISE NOTED
 2. EXISTING ASPHALT TO REMAIN UNLESS OTHERWISE NOTED
 3. CARPORT REMOVAL INCLUDES EXISTING MASONRY WALL AT REAR AND SIDES
 4. CARPORT REMOVAL INCLUDES COLUMN FOOTINGS, COLUMNS/POLES AND ROOF
 5. EXISTING PAVING UNDER AND AROUND EXISTING CARPORT TO REMAIN
 6. EXISTING CONCRETE REAR YARD LANAI AND PAVERS ARE TO BE REMOVED
 7. REFER TO SHEETS C3.01 TO C3.31 FOR LIMIT OF REAR YARD WALKWAY REMOVAL. THE JOIN LINE WILL INDICATE LIMIT OF WALKWAY REMOVAL
 8. REMOVE EXISTING CLOTHESLINES AND SUPPORTS
 9. REMOVE EXISTING YARD FENCING, STORAGE SHEDS AND SHED FOUNDATIONS
 10. REMOVE AND REPLACE CONCRETE WALKWAY CRACKED BY TREE ROOTS AND EROSION
 11. REMOVE REAR YARD COVERED LANAI, ROOF, WALL, WINDOW AND CONCRETE FLOOR
 12. ALL UTILITIES, MANHOLES, VAULTS AND APPURTENANCES ARE TO REMAIN

Construction Date: 11/14/12
 Prepared: 11/14/12
 Drawn: 11/14/12
 Scale: 1"=40'



- DEMOLITION NOTES, CONTINUED:
12. ALL CONCRETE CURB AND GUTTER DAMAGED BY TREE ROOT OR CONSTRUCTION RELATED ACTIVITY IS TO BE REPLACED
 13. EXISTING TREES ARE TO REMAIN UNLESS SPECIFIED IN PLANS. CONTRACTOR SHALL REFER TO LANDSCAPING SPECIFICATIONS SECTION 02900 PARAGRAPH 3.2 FOR THE PROTECTION OF TREES AND SHEET L1.01.
 14. REPAIRS TO DAMAGED EXISTING SIDEWALKS AND ASPHALT SHALL BE DETERMINED AND COMPLETED AS PART OF "LATENT CONDITIONS SURVEY" ONCE ENTIRE BLOCK IS HANDED OVER TO D-3 CONTRACTOR AND CONSTRUCTION FENCE IS ERECTED.



r:\new\25321\Cover\UCID\Pesticide-Impacted Soil Remaining at JNCO9 Block.cdr - 4/19/12 - YE

The 3 foot building zone depicted on the map is estimated. The actual 3 foot distance will be measured and marked in the field prior to excavation.

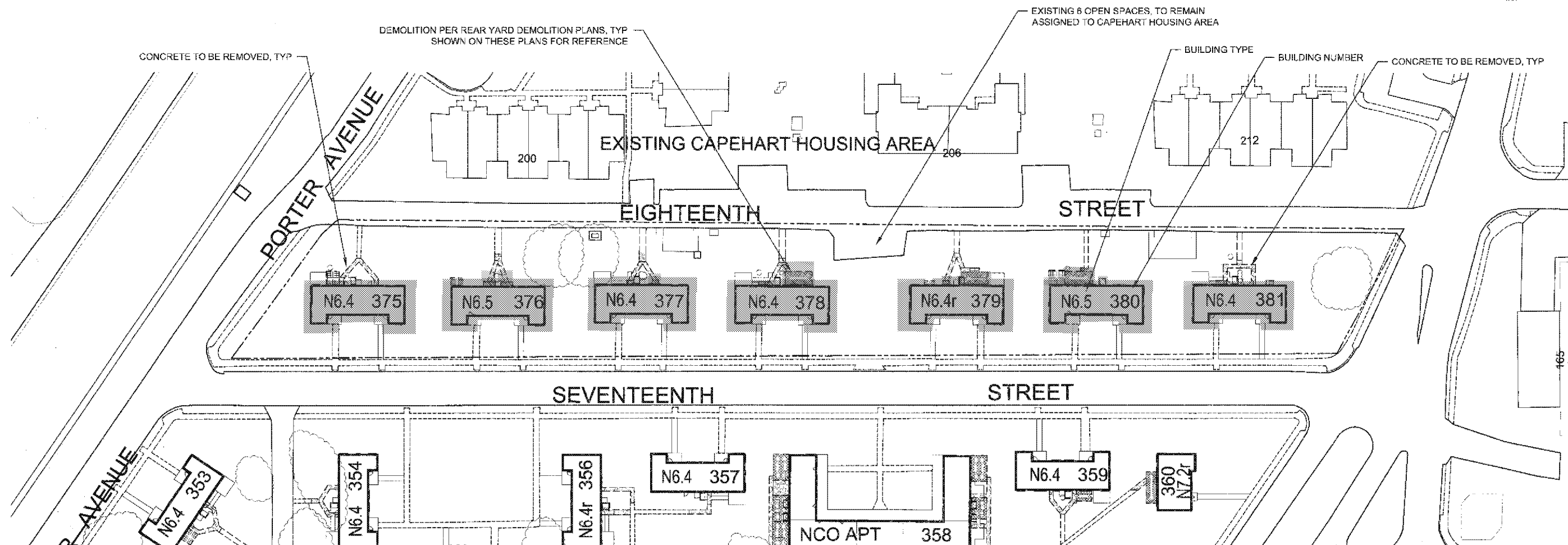
**Pesticide-Impacted Soil Remaining at JNCO9 Block
 Phase II Construction Area, Historical Blocks II-2
 Land Use Controls Inventory Document
 Hickam Communities, June 2012**



Joint Base Pearl Harbor-Hickam, O'ahu, Hawaii

Figure B-13-8

r:\new\25321\Cover\UUCID\Pesticide-Impacted Soil Remaining at JNC010 Block odr - 04/19/19 - YE

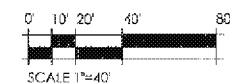


DEMOLITION NOTES:


1. ALL CONCRETE AND ASPHALT SHOWN IS EXISTING UNLESS OTHERWISE NOTED
2. EXISTING ASPHALT TO REMAIN UNLESS OTHERWISE NOTED
3. CARPORT REMOVAL INCLUDES EXISTING MASONRY WALL AT REAR AND SIDES
4. CARPORT REMOVAL INCLUDES COLUMN FOOTINGS, COLUMNS/POLES AND ROOF
5. EXISTING PAVING UNDER AND AROUND EXISTING CARPORT TO REMAIN
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7. REMOVE EXISTING CLOTHESLINES AND SUPPORTS
8. REMOVE EXISTING YARD FENCING, STORAGE SHEDS AND SHED FOUNDATIONS
9. REMOVE AND REPLACE CONCRETE WALKWAY CRACKED BY TREE ROOTS AND EROSION
10. REMOVE REAR YARD COVERED LANAI: ROOF, WALL, WINDOW AND CONCRETE FLOOR
11. ALL UTILITIES, MANHOLES, VAULTS AND APPURTENANCES ARE TO REMAIN

DEMOLITION NOTES, CONTINUED:

12. ALL CONCRETE CURB AND GUTTER DAMMAGED BY TREE ROOT OR CONSTRUCTION RELATED ACTIVITY IS TO BE REPLACED.
13. EXISTING TREES ARE TO REMAIN UNLESS SPECIFIED IN PLANS. CONTRACTOR SHALL REFER TO LANDSCAPING SPECIFICATIONS SECTION 02900 PARAGRAPH 3.2 FOR THE PROTECTION OF TREES AND SHEET L1.01.
14. REPAIRS TO DAMAGED EXISTING SIDEWALKS AND ASPHALT SHALL BE DETERMINED AND COMPLETED AS PART OF "LATENT CONDITIONS SURVEY" ONCE ENTIRE BLOCK IS HANDED OVER TO D-B CONTRACTOR AND CONSTRUCTION FENCE IS ERECTED.



The 3 foot building zone depicted on the map is estimated.
The actual 3 foot distance will be measured and marked in the field prior to excavation.

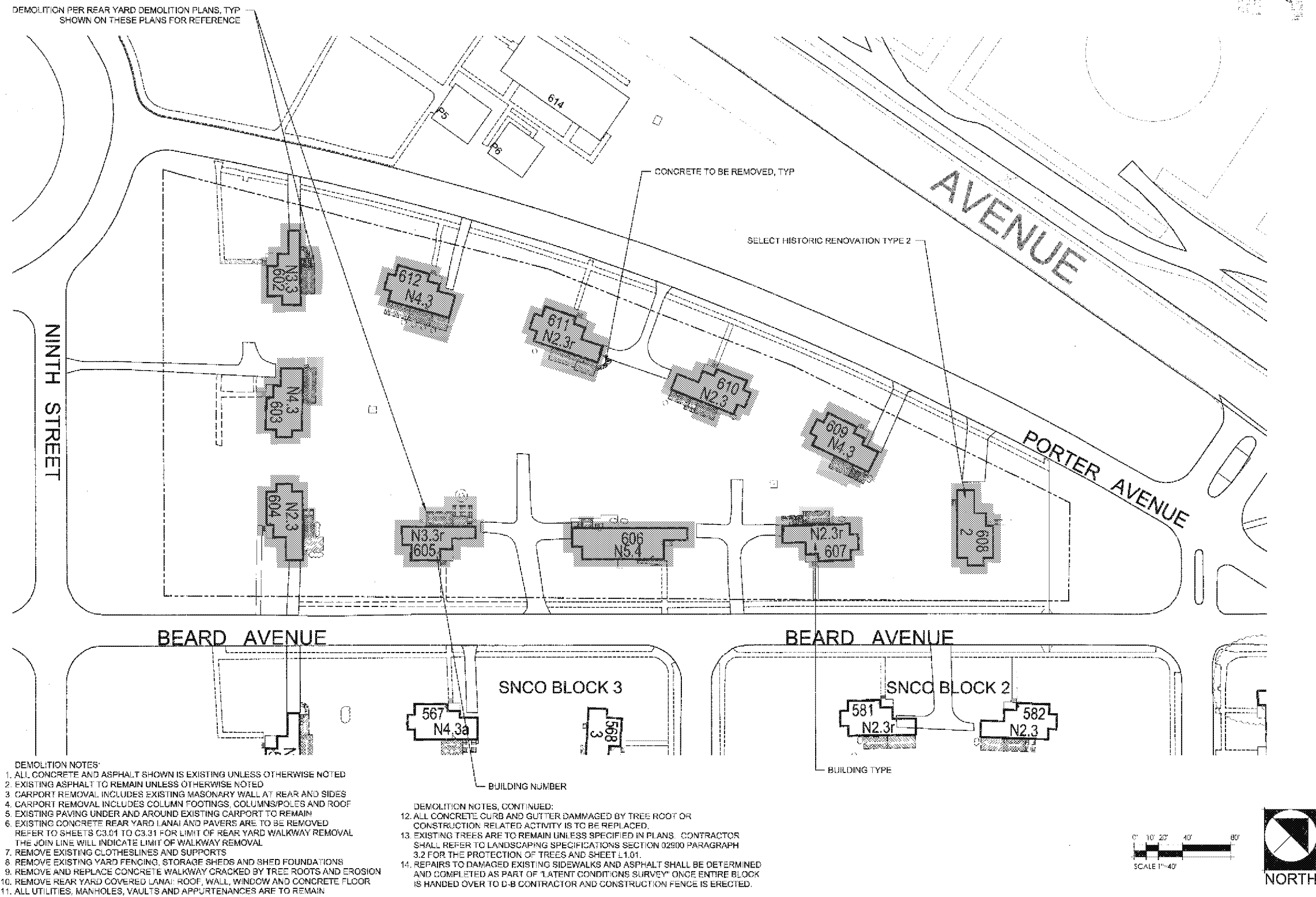
 Pesticide-impacted (PI) soil present under hardscape or under 1 foot thick clean soil cap.

Pesticide-Impacted Soil Remaining at JNC10 Block Phase II Construction Area, Historical Blocks II-2 Land Use Controls Inventory Document Hickam Communities, June 2012


Joint Base Pearl Harbor-Hickam, O'ahu, Hawai'i

Figure B-13-9

r:\new\26321\Cover\UCID\Pesticide-Impacted Soil Remaining at SNCO1 Block.cdr - 4/19/12 - YE



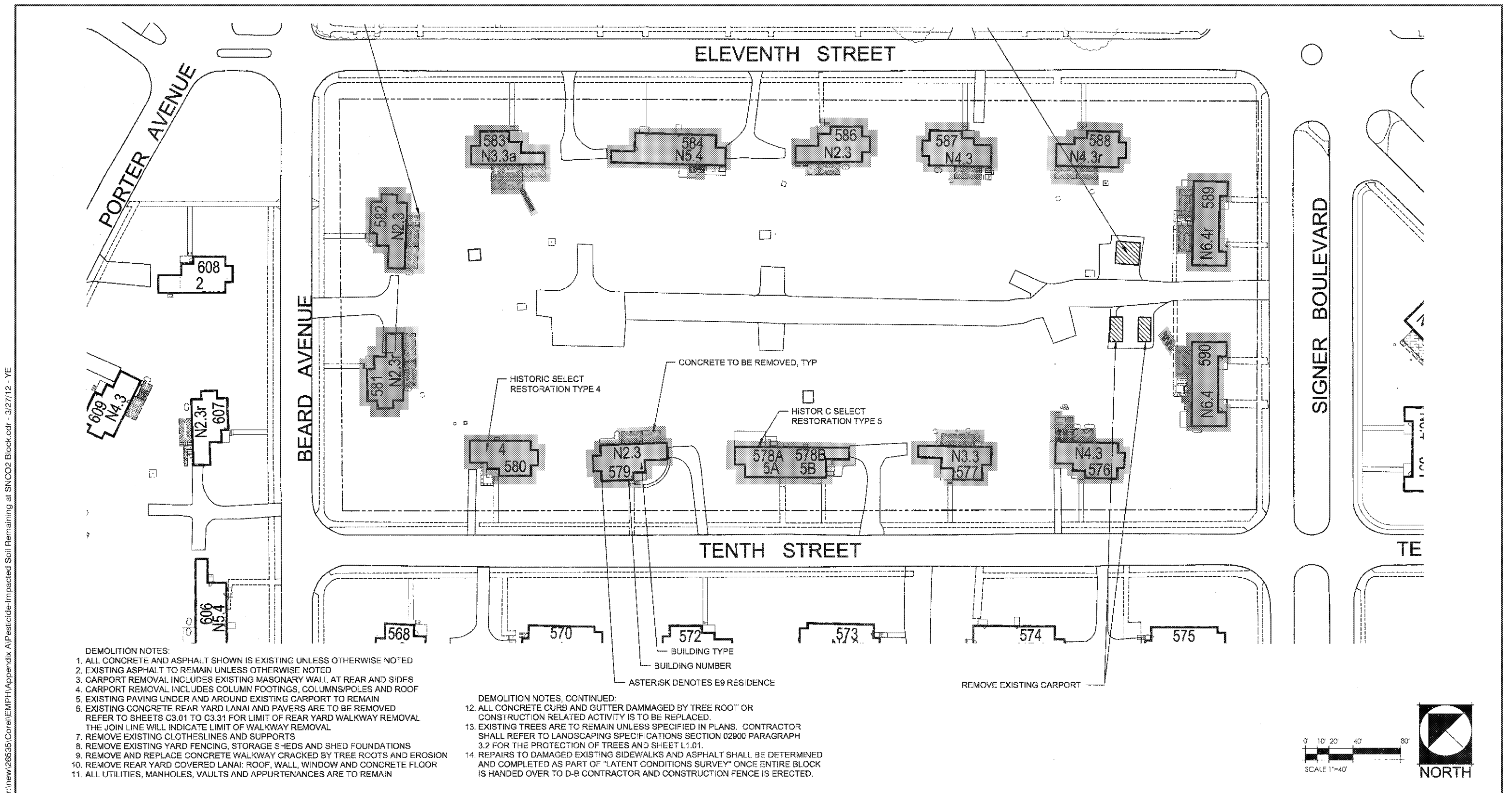
The 3 foot building zone depicted on the map is estimated.
The actual 3 foot distance will be measured and marked in the field prior to excavation.

 Pesticide-impacted (PI) soil present under hardscape or under 1 foot thick clean soil cap.

**Pesticide-Impacted Soil Remaining at SNCO1 Block
Phase II Construction Area, Historical Blocks II-2
Land Use Controls Inventory Document
Hickam Communities, June 2012**

Joint Base Pearl Harbor-Hickam, O'ahu, Hawai'i

r:\new\26535\Cover\EMPH\Appendix A\Pesticide-Impacted Soil Remaining at SNCO2 Block.cdr - 3/27/12 - YE



The 3 foot building zone depicted on the map is estimated.
The actual 3 foot distance will be measured and marked in the field prior to excavation.

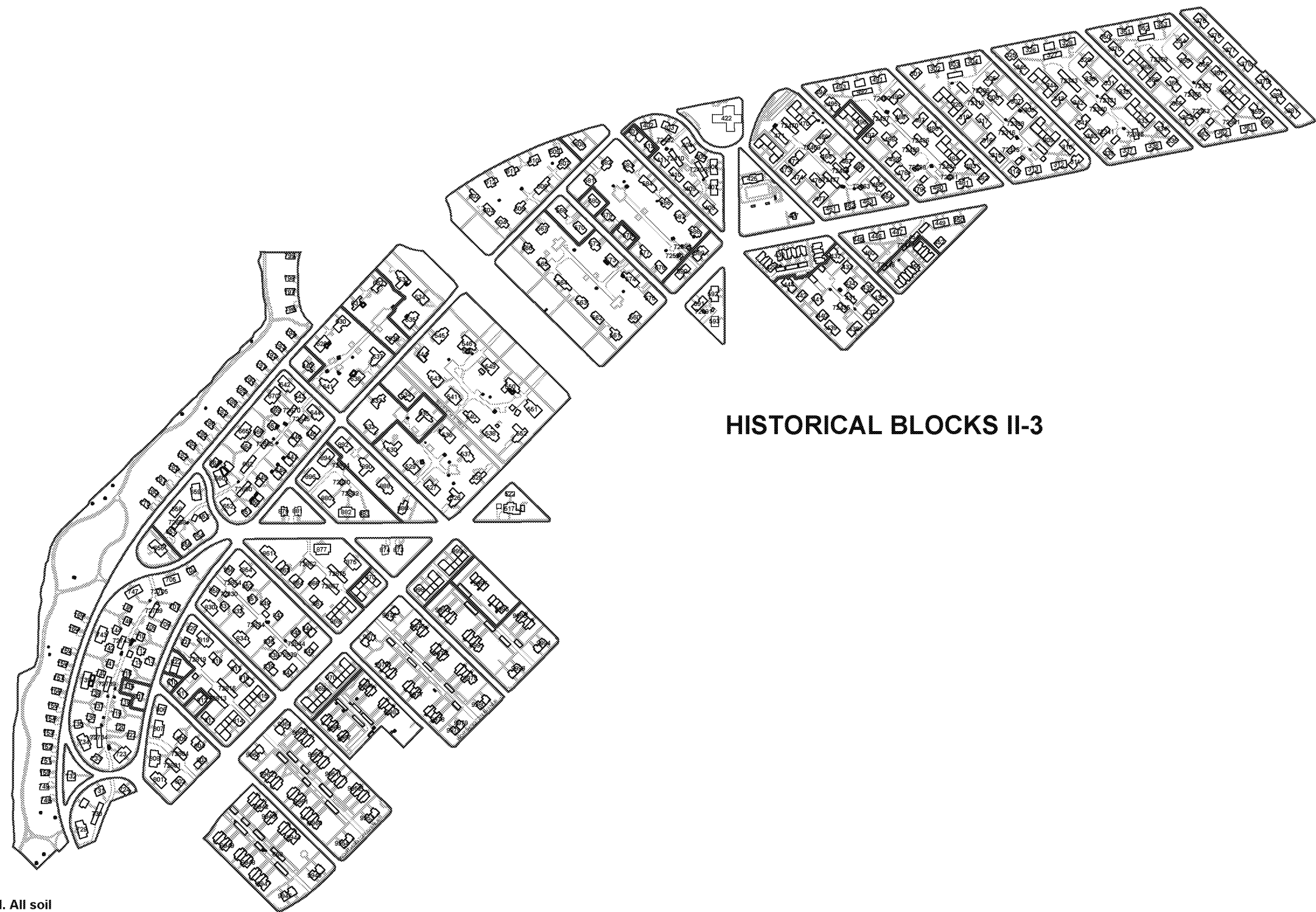


**Pesticide-Impacted Soil Remaining at SNCO2 Block
Phase II Construction Area, Historical Blocks II-2
Land Use Controls Inventory Document
Hickam Communities, June 2012**

Joint Base Pearl Harbor-Hickam, O'ahu, Hawai'i

Figure B-13-11

R:\NEW26535\Layouts\LUCID\Pesticide-Impacted Soil at Historical Blocks II-3.mxd 4/19/12 - YE



This site has not yet been evaluated for pesticide impacted soil. All soil beneath building foundations and in the 3-foot building zones must be assumed to be pesticide-impacted until testing indicates otherwise.

Notes:

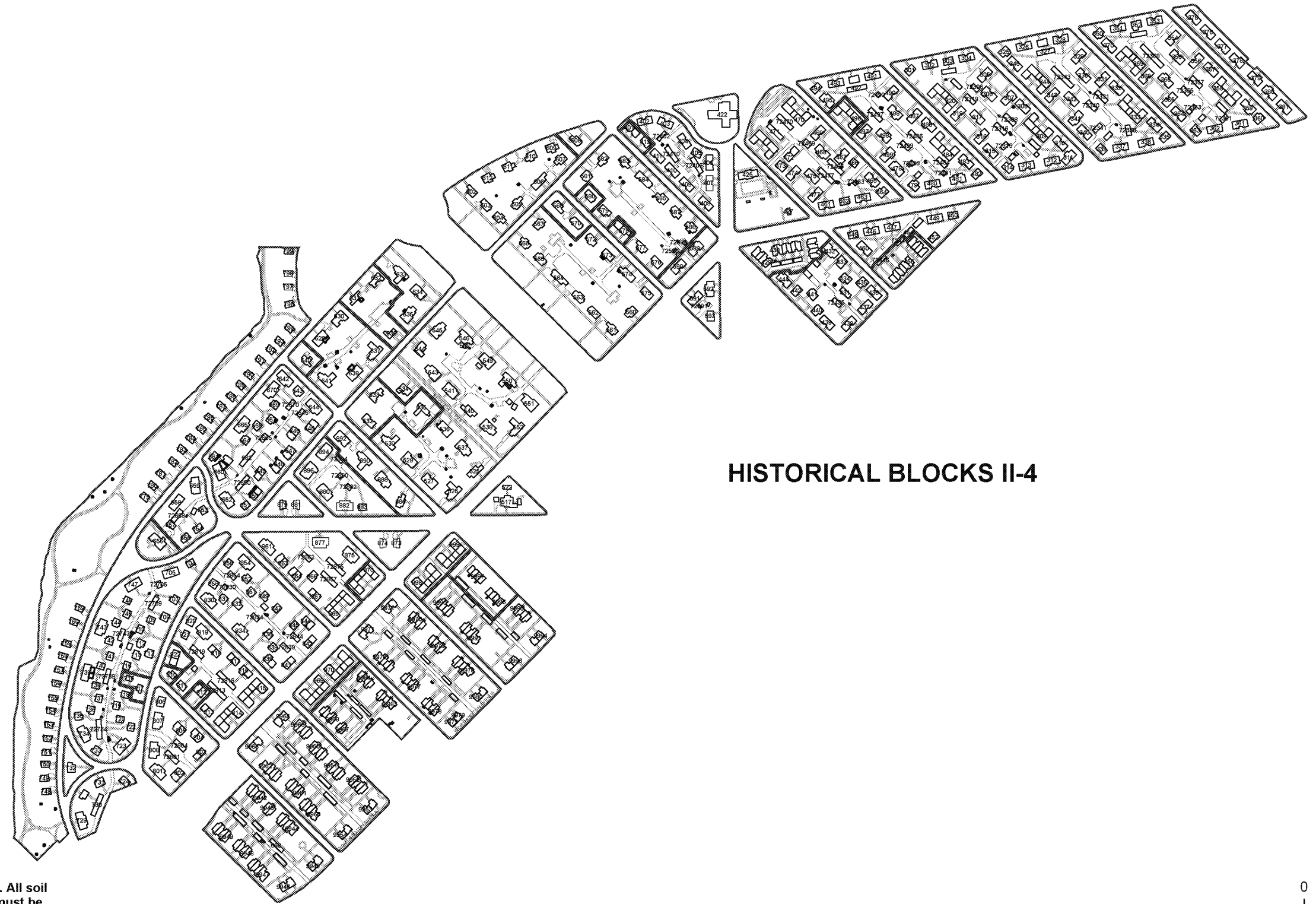
- PI soil management is ongoing, maps will be updated once sampling and soil management have been completed
- PI soil is expected under building foundations and within a 3 foot perimeter around the building
- All import/export soil has to be tested

***Pesticide-Impacted Soil Remaining at Historical Blocks II-3,
Phase II Construction Area, Historical Blocks
Land Use Controls Inventory Document
Hickam Communities, June 2012***





Joint Base Pearl Harbor-Hickam, O'ahu, Hawai'i

Figure B-14

R:\NEW26535\Layouts\LUCID\Pesticide-Impacted Soil at Historical Blocks II-4.mxd 4/19/12 - YE



This site has not yet been evaluated for pesticide impacted soil. All soil beneath building foundations and in the 3-foot building zones must be assumed to be pesticide-impacted until testing indicates otherwise.

-  Historical Blocks II-4 Boundary
-  New Building Footprints
-  Roads
-  Pesticide-impacted (PI) soil present under hardscape or at surface level within 3 foot building perimeter.

- Notes:
- PI soil management is ongoing, maps will be updated once sampling and soil management have been completed
 - PI soil is expected under building foundations and within a 3 foot perimeter around the building
 - All import/export soil has to be tested

***Pesticide-Impacted Soil Remaining at Historical Blocks II-4,
Phase II Construction Area, Historical Blocks
Land Use Controls Inventory Document
Hickam Communities, June 2012***

Joint Base Pearl Harbor-Hickam, O'ahu, Hawai'i
Figure B-15

APPENDIX A1

Standard Operating Procedures

A-1	SOP # 01: Planning Routine Maintenance
A-2	SOP # 02: Emergency Response- Repairs
A-3	SOP # 03: Soil Stockpiling
A-4	SOP # 04: Backfill Plan
A-5	SOP # 05: Soil Disposal Plan
A-6	SOP # 06: Concrete Debris Management
A-7	SOP # 07: Soil Loading and Off-Site Transport
A-8	SOP # 08: Work Site Restoration
A-9	SOP # 09: Resident Notification
A-10	SOP # 10: The Role of the Property Manager
A-11	SOP # 11: The Role of the Community Manager
A-12	SOP # 12: LUCID Management /The Role of the EPOC

SOP # 01: Planning Routine Maintenance

Original Issue Date: January 9, 2012 **Revision Date:**

Scope and Application:

Before any routine maintenance work requiring soil disturbance can occur on Hickam Communities LLC (HC) property, the project area must be evaluated for the presence of pesticide-impacted (PI) soil.

Procedure/Method:

When routine maintenance in HC neighborhoods requires soil disturbance, the LUCID will be accessed during the planning phase of the project. The following protocols should be followed before commencing work:

- 1) **Preliminary Work Plan:** The first step in planning soil disturbing work during routine maintenance is to develop a work plan for submittal to the HC Environmental Point of Contact (EPOC). The EPOC will review the work plan to determine if the work location is in an area containing PI soil. The work plan should include:
 - a. Location of Work
 - Address/HC Neighborhood
 - Scaled Map (GIS Preferred)
 - b. Description of Maintenance to be Performed
 - c. Land Use Controls (LUCs) Requirements
 - Installation specific
 - HC specific
 - d. Work Scope
 - How the soil will be disturbed (e.g. hand tools, excavator)
 - Horizontal and vertical extent of proposed soil disturbing work

- 2) **No PI Soil.** If there is no PI soil in the work area, the Work Plan is finalized and the work will commence in accordance with the Installation and HC Specific LUCs.
- 3) **PI Soil Present.** If work is planned for an area where PI soil present, the activity should be relocated, if possible, to an area without PI soil. If relocating the soil disturbing activity is not possible, the EPOC will coordinate with the HC Environmental Manager to review the Work Plan and assess whether a Soil Management Plan (SMP) will be needed to manage PI soil disturbed in the work area.
 - a. **Soil Management Plan.** The EPOC will coordinate with the HC Environmental Manager prepare a Soil Management Plan (SMP) to manage any PI soil generated from the work. A work area specific SMP will be prepared to guide management of any PI Soil. The SMP will be included as an appendix to the Final Work Plan.

Required Documents & Permits:

Finalized Work Plan and excavation permit (if required).

Recordkeeping and Data Tracking:

Any changes to the distribution of PI soil in the work area will be recorded on GIS maps. This includes any removal of PI soil from the location (and placement of clean back fill). Daily logs, and disposal manifest will also be tracked. Upon request, these documents may be required by the EPOC for use in updating the LUCID. Updated copies of the final Work Plan and Permits may also be required.

References:

N/A

SOP # 02: Emergency Response – Repairs

Original Issue Date: January 9, 2012 **Revision Date:**

Scope and Application:

An emergency repair may be required due to a utility or structural system failure that may cause an immediate danger to residents or threaten to damage property (flooding, breaks in water lines, or utility outages). Responding to these emergencies at HC neighborhoods may require disturbance of soil that is potentially pesticide-impacted (PI) soil. Emergency response for repairs involving, or potentially involving, disturbance of soil at HC neighborhoods will be implemented in accordance with this SOP.

All soil in an emergency response zone will be assumed to be PI soil.

An emergency response would be triggered by breaks in landscaping irrigation lines, water lines, or sewer line breaks. During an emergency response action where soil must be disturbed:

- Treat the soil in the repair zone as PI soil;
- Implement the repair and manage the soil as PI soil; and
- Notify the HC Property Manager and the Environmental Point of Contact (EPOC).

Once the repair action is completed, the LUCID will be used to evaluate whether the soil in the repair zone is actually PI soil.

Equipment and Supplies:

Plastic sheeting or tarp, sand bags, barriers tape/removable fencing, signage, PPE.

Procedure/Method:

1. Secure the Area. Assess the emergency repair zone and secure the area using fencing and / or caution tape.
2. Restrict Water Flow. For water/irrigation/sewer line breaks, locate shut-off valves and immediately restrict water flow. Place runoff controls (e.g. straw/mulch socks and silt fencing) and other barriers to prevent water mixed with soil from leaving the emergency response zone and entering storm drains.
3. Implement the Repair. At all times during emergency repairs, responders must don appropriate PPE. Emergency responders must avoid inadvertently

distributing PI soil through production of excessive dust, mixing of PI soil with water flowing out of the emergency response zone, or tracking of PI soil either by shoes, or on vehicle tires.

4. Manage Removed Soil. Since soil disturbed during emergency repairs is assumed to be PI soil, any soil removed during the response action will be stockpiled on plastic sheeting or tarps, and not placed directly on landscaped lawns, paved parking areas and sidewalks, or exposed soil in or around the vicinity of the emergency response zone (see SOP# 03). When implementing emergency repairs, especially during water or landscaping irrigation line breaks, PI soil must be prevented from leaving the emergency repair zone. Shutting off supply lines at the main access valve and placement of berms as needed to prevent water and PI soil from running into storm drains is the first priority. Any soil stockpiled during excavation of supply lines must be managed as PI soil in accordance with the Program Manual.
5. Notifications. Securing the emergency response zone is the first priority; however, emergency responders must notify the HC EPOC as soon as possible. If an underground gas line is involved, contact the installation fire department immediately.
6. Site Restoration. Following repairs, if evaluation of the repair location using the LUCID verifies that the soil is PI soil, the stockpiled soil will be placed back into the excavation, followed by 1-foot of clean soil cap. The landscaping will be replaced and the repair work documented in the LUCID (Section 4.0). If the soil is not PI soil, then it will be placed back into the excavation and any landscaping will be replaced.

Exposure Risks and Controls:

The soil at a site being disturbed during an emergency response action may be impacted with chemicals of concern, particularly organochlorine pesticides, at concentrations that exceed the regulatory levels. Controls should be in place during Site preparation and are listed below:

- Appropriate PPE (in most cases, Level D) must be worn during Site preparation activities;
- Avoid creating excessive amounts of dust;
- Prevent any water mixed with soil from leaving the Site;
- Manage any removed soil as PI soil until verified/cleared by the LUCID; and
- Properly dispose of used PPE when demobilizing from the site.

Contact Information

Table 1. Emergency Contact Information for HC Project Sites (as of January 2012)

Name / Title	Roles and Responsibilities	Phone / Email
<u>Jerry Schmitz</u> Project Director, HC	Manages overall operations at HC including construction, property management, and maintenance of HC property. Authorizes all work conducted for the project.	Office: (808) 853-3766 Cell: (808) 398-1017 Email: gerald.schmitz@lendlease.com
<u>Grant Arnold</u> Assistant Environmental Manager, HC	Has the role of Environmental Point of Contact (EPOC) for HC. Provides environmental management support to HC, and is the "go to" contact regarding all environmental issues at HC.	Cell: (808) 343-2134 Email: grant.arnold@lendlease.com
<u>Jeff Seibert</u> Development Manager, HC	Manages development of HC property, including project scheduling. Coordinates work requests and status reports for the projects, including construction activities and environmental investigations.	Office: 808 853-3783 Cell: 808 426-3163 Email: jeffrey.seibert@lendlease.com
<u>Stephen Quinn</u> Director of Property Management, HC	Oversees property management and maintenance (including landscaping) at HC. Includes resident interactions through a network of neighborhood specific Community Managers.	Cell: (808) 423-1644 Email: Stephen.quinn@hickamcommunities.com

Recordkeeping and Data Tracking:

Following completion of the repair, the LUCID must be updated to indicate where the repair was implemented and that the Site was restored.

References:

N/A

SOP # 03: Soil Stockpiling

Original Issue Date: January 9, 2012 **Revision Date:**

Scope and Application:

During construction and redevelopment activities at Hickam Communities LLC (HC) sites, soil and other material may need to be stockpiled near the work area or in a pre-determined staging area on a project site. Excavated pesticide-impacted (PI) soil may be temporarily stockpiled on an HC project site. Pesticide-impacted soil stockpiling and management must be done in accordance with the *Pesticide-Impacted Soil Investigation and Management Program Manual (Program Manual)* (Tetra Tech 2011).

Equipment and Supplies:

Plastic sheeting, sand bags, barriers tape/removable fencing, signage.

Procedure/Method:

If soil or construction material (i.e. base course, S4C, 3B fine) needs to be stockpiled at an HC site, the material should be evaluated to determine whether it is PI, or clean (i.e. based on the four criteria under the 2011 HHRE Standard, discussed in Section 2.2 of the *Program Manual* [Tetra Tech 2011]). If the material stockpile has not been tested nor has "certified clean" documentation from the place of origin (e.g. a quarry), samples of the stockpiled material should be collected and analyzed before removal of the material from, or re-use on, HC property. For soil exported off-site, the analytical results for soil testing must be screened using the Hawai'i Department of Health (HDOH) Tier 1 EALs (HDOH 2009; Section 2.2 of the *Program Manual*); the 2011 HHRE Standard is not applicable for soil exported outside HC property boundaries. Stockpile sampling will be performed in accordance with the *Program Manual*. Soil stockpiling procedures are provided below:

1. **Select a Location for the Stockpile.** Common sense practices should be used to avoid placing stockpiles in drainage areas, in locations obstructing movement and work flow at the construction site.
2. **Stockpiled PI Soil or Material.** Stockpiled PI soil / material must be kept segregated from areas of clean soil / material. If it becomes necessary to stage stockpiled PI soil / material in an area designated as clean, the PI soil / material must be placed on plastic sheeting. If a PI soil / material stockpile must be placed directly on exposed soil, once the stockpile is removed, the top 6-inches of exposed soil below the stockpile should be scraped off and managed as PI.

3. **Build the Stockpile.** Use an excavator (or mini-excavator) to place soil or other material at the stockpile site. Avoid piling soil or debris to heights that cause the stockpile to become unstable. To avoid creating excessive dust, use dust suppression techniques such as wetting while adding soil to the stockpile.
4. **Manage the Stockpile.** Stockpiles must be managed to avoid loss or unintentional distribution of soil. Stockpile management is especially important when the stockpile contains PI soil / material. The stockpile management procedures should be in place until the stockpile is removed from the HC site. Stockpile management procedures are listed below.
 - a. Best management practices (BMPs) should be observed to prevent uncovered soil from creating dust, or from entering storm drains.
 - b. Runoff controls (e.g. straw/mulch socks and silt fencing) to control sediment discharge into storm drains will be maintained around the stockpiles, except when the runoff controls must be breached to access the soil / material piles for loading and transporting off-site. Following removal of the soil / material any pre-existing controls will be reinstalled to maintain runoff control. All BMPs to prevent off-site runoff will be implemented, as required by the site-specific Storm Water Pollution Prevention Plan.
 - c. Stockpiles with PI soil / material will be secured with perimeter fencing, silt fencing placed along the perimeter base of the stockpile, and covering of the stockpile with plastic sheeting to prevent unauthorized persons from coming in contact with PI soil / material, or from inadvertent use the stockpiled PI soil / material as clean fill.
 - d. Pesticide-impacted soil / material stockpiles will be covered at the end of each day, or as necessary to prevent dispersal of the PI soil / material by wind or water erosion. This cover will consist of 6-millimeter polyethylene plastic sheeting weighted down with sand bags. All PI soil / material stockpiles will remain covered with plastic sheeting; except when the PI soil / material stockpiles must be uncovered to load the soil / material for transport.
 - e. Keep Fugitive Dust Emissions to a Minimum. During times when the PI soil / material stockpile cannot be covered with plastic sheeting (i.e. during construction of the stockpiles), the stockpile surface should be sprayed with water to prevent dust emissions.
 - f. Clearly visible signage will be placed along the perimeter of stockpiles indicating whether the stockpiled soil / material is clean or PI.

Site Restoration

1. Following removal of an on-site PI soil stockpile from a project site, the upper 6-inches of soil within the footprint, of the removed stockpile must be removed and managed as PI soil. If residual soil remains outside the stockpile footprint, these areas should also have the upper 6-inches of soil scraped off and managed as PI soil.
2. Please pick-up any trash, plastic sheeting, or discarded boundary tape.

Exposure Risks and Controls:

The soil / material being stockpiled may be impacted with chemicals of concern, particularly organochlorine pesticides, at concentrations that exceed the regulatory levels. Controls should be in place during any activity that may require contact with the soil / material, and are listed below:

- Appropriate PPE (in most cases, Level D) must be worn during soil sampling activities;
- Avoid creating excessive amounts of dust; and
- Properly dispose of used PPE when demobilizing from the site.

Recordkeeping and Data Tracking:

Results of soil / material testing of stockpiles will be provided to HC in a Summary of Findings Report. This report will contain the location of the stockpile and whether all or part of the stockpile contains PI soil or material. Additional records should be kept tracking any addition or removal of soil / material from a stockpile.

References:

HDOH (Hawai'i Department of Health). 2009. *HDOH Environmental Action Levels, Supplemental Models in Excel Format, EAL Surfer. March 2009*. Accessed at internet website URL:
<http://hawaii.gov/health/environmental/hazard/eal2005.html>

Tetra Tech. 2011. *Pesticide Impacted Soil Investigation and Management Program Manual, Hickam Communities Property, O'ahu, Hawai'i*. DCN: 2770101.0001.F03. Prepared for Hickam Communities LLC. August 31, 2011.

SOP # 04: Backfill Plan

Original Issue Date: January 9, 2012 **Revision Date:**

Scope and Application:

Excavations and trenches¹ will require placement of backfill to bring the HC project site to planned grade. Both certified clean fill and pesticide impacted (PI) soil are used to backfill excavations; however, PI soil is not be used to backfill trenches, unless the PI soil is already known to be present in the trench¹. Burial pits are also used on HC project sites to permanently manage PI soil by backfilling the pit with PI soil. The procedures for backfilling are provided in this SOP, which was prepared in accordance with the *Pesticide-Impacted Soil Investigation and Management Program Manual (Program Manual)* (Tetra Tech 2011).

Equipment and Supplies:

Plastic sheeting, sand bags, tarps, barriers tape/removable fencing, signage.

Procedure/Method:

PI SOIL BACKFILL

Pesticide-impacted soil may be used as backfill on an HC project sites. The PI soil must be loaded and transported in accordance with the *Program Manual* and SOP #07. The PI soil not immediately used in backfill must be managed and stockpiled in accordance with the *Program Manual* and SOP #03. Once the PI soil is transported to the designated HC project site, the soil will be off-loaded in a manner to mitigate the generation of dust. During grading of PI soil, dust mitigation measures such as wetting of the soil will be used to prevent distribution of PI soil outside of the HC project site.

1. **Increase in Grade.** On HC project site in areas where the proposed final grade will be at a higher elevation that the original grade, PI soil may be used as backfill to increase the grade at the project site. Once the PI soil backfill is in place, the PI soil must be capped with either a hardscape (e.g.: building foundation, road, paved parking area) or with a marker layer of orange geotextile fabric followed by 1-foot of certified clean soil. Prior to capping, areas with PI soil should not be left exposed, and may require temporary use of a tarp or plastic sheeting to prevent inadvertent distribution of PI soil. Areas of uncapped PI soil should be secured with tarps/sheeting, fencing, caution tape, and signage to prevent unauthorized accessed to the area containing uncapped PI soil.

¹ Approval from the HC EPOC is required before backfilling PI soil in trenches. This management option will only be used in special cases. If PI soil was already present in the trench, the soil will be replaced in accordance with the *Program Manual* on a first out, last in basis (Tetra Tech 2011).

2. **Burial Pit Backfill.** In areas where clean soil is excavated for use as clean soil capping material on HC project sites, the burial pit may be backfilled with PI soil. The fill material will be placed by proper layers (lifts) as required, with dust suppression. Once the pit is backfilled with PI soil, it will be capped with either a hardscape (e.g.: building foundation, road, paved parking area), or by a marker layer of geotextile fabric followed by at least 1-foot of clean fill, in accordance with the SMP and the *Program Manual* (Tetra Tech 2011).

IMPORTED SOIL BACKFILL

1. **Certified Clean Fill Soil Selection.** Imported backfill material will be selected from a known source and certified clean before being transported onto an HC project site. The source for clean backfill will be selected from a non-industrial area, and not from sites undergoing a cleanup, even if the soil was previously identified as non-hazardous. In general, non-industrial sites include those that were previously undeveloped, or used solely for residential or agricultural purposes. If the source of the backfill soil is from an agricultural area, it will not include former waste process byproducts. Former retail commercial sites may be considered as sources of soil, however, soil may not originate from former commercial sites that were involved in the use, handling or storage of hazardous materials or other chemicals. Documentation certifying that fill soil/material is clean must be provided to the HC site manager before import to an HC project site.
2. **Placement of Clean Fill.** The fill material will be placed by proper layers (lifts) as required, with dust suppression. The maximum size of fill material imported onsite will be no greater than 6 inches, and fill material larger than 4 inches in size will not be placed within 1-foot of any pipelines. Compaction testing (if required and performed) will be in accordance with the intended redevelopment of the HC project site. Backfilling will be to the elevation specified in the grading plan.

Exposure Risks and Controls:

Soil or material being backfilled into excavations, burial pits, and trenches¹ may be impacted with chemicals of concern, particularly organochlorine pesticides, at concentrations that exceed the regulatory levels. Controls should be in place during any activity that may require contact with the soil / material, and are listed below:

- Appropriate PPE (in most cases, Level D) must be worn during soil handling activities;
- Avoid creating excessive amounts of dust; and
- Properly dispose of used PPE when demobilizing from the site.

Recordkeeping and Data Tracking:

Locations of PI soil remaining on an HC project site, either under a hardscape, burial pit, or beneath a clean soil cap, must be documented in a GIS map. These maps will be provided in the Environmental Closure Report for the HC project Site.

References:

Tetra Tech. 2011. *Pesticide Impacted Soil Investigation and Management Program Manual, Hickam Communities Property, O'ahu, Hawai'i*. DCN: 2770101.0001.F03. Prepared for Hickam Communities LLC. August 31, 2011.

SOP # 05: Soil Disposal Plan

Original Issue Date: January 9, 2012 **Revision Date:**

Scope and Application:

Export of pesticide-impacted (PI) soil for landfill disposal is not allowed, and would only be conducted under authorization by Hickam Communities LLC (HC). For soil exported off-site, the analytical results for soil testing must be screened using the Hawai'i Department of Health (HDOH) Tier 1 Environmental Screening Levels (EALs) (HDOH 2009b) and Section 2 of the *Pesticide Impacted Soil Investigation and Management Program Manual (Program Manual)* (Tetra Tech 2011). A Hazardous Waste Determination is required before soil leaving the site; HC should consult with the HDOH Solid and Hazardous Waste Branch on acceptable methods for hazardous waste determination.

For management of concrete debris please refer to SOP #06.

Equipment and Supplies:

N/A

Procedure/Method:

Before export of any soil from an HC project for disposal, the soil will need to be profiled (sampled and chemically analyzed) to evaluate how and where the soil will be disposed. The results of the soil profiling will also factor in the cost of the disposal. Sampling of a stockpile should be conducted in accordance with the *Program Manual*. Soil excavated from HC project sites is not expected to be hazardous waste, and classification as hazardous waste would only be anticipated in extreme cases related to spills/releases of petroleum hydrocarbons or solvents, and would be addressed directly at the time that the spill/release was encountered.

Profile samples will be collected from soil stockpiles, and in rare instances collected as "in-situ" samples from an area not yet excavated. Analyses conducted to profile soil from HC project sites will vary based on landfill requirements, and the per-ton cost will depend on the type and concentrations of chemical compounds (if any) detected in the soil. The most cost effective landfill disposal option is use of soil as "day cover", which commonly requires any detection of COCs to be below the applicable HDOH Tier 1 EAL¹ (HDOH 2009a & 2009b).

¹ The commonly applied Tier 1 EAL is the Direct Exposure Action Level (DEAL), for a Commercial/Industrial Land Use Scenario (Table I-2) (HDOH 2009). However, the use of an applicable EAL should be evaluated on a case-by-case basis).

The analyses provided in Table 1 are commonly required by the landfill for disposal. However, the landfill will provide the analytical requirements, and a profile form to be submitted with copies of the laboratory analytical reports.

Table 1. SOP # 05 – Soil Disposal Plan. Analyses that may be required for soil prior to landfill disposal.

Analytes		Method
1.	Organochlorine Pesticides	EPA Method 8081A
2.	Resource Conservation and Recovery Act (RCRA) 8 Metals (arsenic, barium, chromium, lead, mercury, selenium, silver, and zinc)	EPA Method 6010B EPA Method 7471 (mercury only)
3.	Total petroleum hydrocarbons (TPH) as diesel and motor oil	EPA Method 8015B, following silica gel cleanup
4.	Volatile organic compounds (VOCs)	EPA Method 8260B
5.	Semi-volatile Organic Compounds (SVOCs)	EPA Method 8270B
6.	Polychlorinated biphenyls (PCBs)	EPA Method 8082A
7.	Organochlorine pesticides, RCRA 8 metals, VOCs, and SVOCs.	Toxicity Characteristic Leaching Procedure (TCLP)

Exposure Risks and Controls:

Soil being transported off-site may be impacted with chemicals of concern, particularly organochlorine pesticides, at concentrations that exceed the regulatory levels. Controls should be in place during sampling activities and are listed below:

- Appropriate PPE (in most cases, Level D) must be worn during soil sampling activities;
- Avoid creating excessive amounts of dust; and
- Properly dispose of used PPE when demobilizing from the site.

Recordkeeping and Data Tracking:

Soil Testing and Reporting. Results of soil / material testing of stockpiles will be provided in a Summary of Findings Report prepared for HC, Lend Lease or the site civil contractor, which may be submitted to the selected landfill or disposal company for evaluation before transporting soil off the project site. If the site civil contractor conducts the material testing, copies of the Summary of Findings Report need to be submitted to HC and Lend Lease for approval before transport off site.

Transport Documentation. The site civil contractor must maintain daily logs and provide trip tickets for any soil leaving an HC project site for transport to a landfill. Trip tickets should include volume of soil, date of transport off-site, and destination of soil (i.e. name and location of landfill). Copies of daily logs and trip tickets must be provided to in final reports to Lend Lease and/or HC following transportation off-site.

References:

HDOH (Hawai'i Department of Health). 2009a. *Technical Guidance Manual for the Implementation of the Hawai'i State Contingency Plan. Interim Final*. Prepared by: Hawai'i Department of Health Environmental Management Division. November.

_____. 2009b. *HDOH Environmental Action Levels, Supplemental Models in Excel Format, EAL Surfer*. March 2009. Accessed at internet website URL: <http://hawaii.gov/health/environmental/hazard/eal2005.html>

Tetra Tech. 2011. *Pesticide Impacted Soil Investigation and Management Program Manual, Hickam Communities Property, O'ahu, Hawai'i*. DCN: 2770101.0001.F03. Prepared for Hickam Communities LLC. August 31, 2011.

SOP # 06: Concrete Debris Management

Original Issue Date: January 9, 2012 **Revision Date:**

Scope and Application:

During redevelopment activities at Hickam Communities LLC (HC) property, concrete building slabs, sidewalks, and driveways may be removed and demolished generating concrete debris. For soil/material exported off-site, the analytical results for testing must be screened using the Hawai'i Department of Health (HDOH) Tier 1 Environmental Action Levels (EALs) (HDOH 2009) and Section 2 of the *Pesticide Impacted Soil Investigation and Management Program Manual (Program Manual)* (Tetra Tech 2011). A Hazardous Waste Determination is required before material leaves an HC project Site; HC should consult with the HDOH Solid and Hazardous Waste Branch on acceptable methods for hazardous waste determination.

This SOP provides scenarios for the management of this concrete debris.

Equipment and Supplies:

N/A

Procedure/Method:

1. **Assessing How Concrete Debris will be Managed.** The recommended procedures for management of concrete debris are presented in Table 1. All PI soil must be removed from concrete debris before management, and the removed PI soil managed in accordance with the site-specific Soil Management Plan and the *Program Manual*.
2. **Material Testing.** Due to the potential for the some quantity of PI soil to remain on concrete material following initial PI soil removal, material testing is recommended for all concrete debris that is exported off an HC project site. The analytical results from material testing always take precedence over generator knowledge. The material generator retains the risk and liability for material they have generated, unless the results of material testing verify that the material is acceptable for its intended use. Soil testing will be conducted in accordance with the *Program Manual*, and a Sampling Analysis Plan.
3. **Transporting Concrete Debris.** Please refer to SOP #07.

Table 1. SOP #06 – Recommended Procedures for Management of Concrete Debris
All PI soil must first be removed from concrete debris

Scenario		Material Testing	Discussion
1	Crush On-Site / Material Used On-Site	No	No testing since the generator has process knowledge of the concrete debris. Specifically, that any PI soil was removed from the concrete debris prior to crushing. Crushed concrete material can be used to backfill utility trenches and under hardscapes.
2	Crush On-Site / Export Off-Site	Yes	Collection of multi-incremental samples of crushed concrete material and analysis for organochlorine pesticides (EPA Method 8081A) and TCLP Pesticides (1311/8081A).
3	Do Not Crush / Export to Landfill	No	Inform the Landfill that the concrete debris is from a site with PI soil.
4	Do Not Crush / Export as Construction Debris	Yes	Collection of a multi-incremental sample of concrete debris and analysis for pesticides (EPA Method 8081) and the TCLP <u>Example:</u> - If the analytical results are below the HDOH DEAL and pass the TCLP, PVT Landfill receives construction debris from PI sites.

EPA = US Environmental Protection Agency

TCLP = Toxicity Characteristic Leaching Procedure

HDOH = Hawai'i Department of Environmental Health

DEAL = Direct Exposure Action Level; (Commercial / Industrial Land Use Scenario, Table I-2) (HDOH 2009).

PI = pesticide-impacted

Exposure Risks and Controls:

Soil adhered to concrete debris material may be impacted with chemicals of concern, particularly organochlorine pesticides, at concentrations that exceed the regulatory levels. Controls should be in place during any activity that may require contact with the soil / concrete, and are listed below:

- Appropriate PPE (in most cases, Level D) must be worn during soil sampling and handling activities;
- Avoid creating excessive amounts of dust; and
- Properly dispose of used PPE when demobilizing from the site.

Recordkeeping and Data Tracking:

A detailed log concrete management will be maintained in the HC project site field logbook / daily logs. Any testing of soil / concrete will be reported in a Summary of Findings Report. This documentation will be retained for inclusion in the Environmental Closure Report.

References:

HDOH (Hawai'i Department of Health). 2009. *HDOH Environmental Action Levels, Supplemental Models in Excel Format, EAL Surfer*. March 2009. Accessed at internet website URL:
<http://hawaii.gov/health/environmental/hazard/eal2005.html>

Tetra Tech. 2011. *Pesticide Impacted Soil Investigation and Management Program Manual, Hickam Communities Property, O'ahu, Hawai'i*. DCN: 2770101.0001.F03. Prepared for Hickam Communities LLC. August 31, 2011.

SOP #07: Soil Loading and Off-Site Transport

Original Issue Date: January 9, 2012 **Revision Date:**

Scope and Application:

If clean or pesticide-impacted (PI) soil requires transport outside of the work area and/or off of Hickam Communities LLC (HC) property, best practices must be observed during loading and transportation of soil, and in particular, PI soil. No PI soil will be transported off of HC property without authorization by HC. Loading and transporting of soil will be conducted in accordance with the procedures presented below. For soil exported off-site, the analytical results for soil testing must be screened using the Hawai'i Department of Health (HDOH) Tier 1 Environmental Action Levels (EALs) (HDOH 2009) and Section 2 of the *Pesticide-Impacted Soil Investigation and Management Program Manual (Program Manual)* (Tetra Tech 2011). A Hazardous Waste Determination is required before soil leaving the site; HC should consult with the HDOH Solid and Hazardous Waste Branch on acceptable methods for hazardous waste determination.

The procedures in this SOP may also be applied to include concrete debris when appropriate.

Equipment and Supplies:

Plastic sheeting, sand bags, tarps, barriers tape/removable fencing, signage.

Procedure/Method:

SOIL LOADING

Any PI soil being transported within HC will be loaded onto trucks suitable for hauling the soil without spillage. It is important to place appropriate barriers and signage to avoid inadvertent tracking or unauthorized removal of PI soil from a project site. No PI soil will be transported outside HC boundaries without authorization from HC.

1. **Establish a Loading Area.** A load-out area(s) will be selected on the HC project area in close proximity to the soil source (e.g.: excavation area or stockpile). This is to facilitate efficient loading of soil and keep any potential soil spillage confined to a small area. The loading area will be secured with the appropriate fencing, caution tape, and signage to prevent unauthorized entry into the loading area.
2. **Soil Loading into Trucks.** The transporters will load the trucks in a manner that will minimize spillage of soil during loading. Tarps or plastic sheeting will be placed on paved areas around the trucks as needed to contain any PI soil that may be spilled during loading. In general, trucks will be filled to a level that is even with the lip of the truck bed. Mounding of the soil in the truck bed should be avoided. Spillage within the loading area will be collected and disposed of with

other PI soil as frequently as necessary to prevent migration/tracking from the loading area into clean areas.

3. **Dust Control. It is important to keep fugitive dust emissions to a minimum.** Dust suppression techniques such as wetting of the soil should be used during loading of soil to minimize migration of PI soil from the project site. Truck operators will comply with all dust control controls in place at the HC project site.
4. **Truck Decontamination.** All trucks (and other vehicles) will be cleaned before leaving the project site. Removal of any soil adhered to the vehicle will be conducted to avoid generating dust by gently brushing off truck tires, fenders, and the lip of the truck bed using a broom or small hand-held brush. To minimize the need to clean the truck tires before exiting an HC project site, trucks entering a project site for loading will remain on clean areas to the extent possible.
5. **Securing the Load.** Before leaving an HC project site, soil loaded onto the trucks must be secured to prevent soil and dust from spilling out during transport. The load can be secured by either covering the load with securely tied-down tarps, or by the attached truck cover provided on many trucks use for hauling soil and other materials.
6. **Inspection of Trucks Prior to Exiting the Project Site.** The HC site manager or designee will inspect each truck before it is can be authorized to leave the load-out area and HC project site. The trucks will be inspected to verify that any residual soil is removed from the truck exterior and tires, and that the loads are adequately covered and secured.

Soil Transporting

All transportation activities will be performed in compliance with applicable federal and state regulations and local ordinances using transportation contractor(s) licensed by the State of Hawai'i. Although not anticipated, any transport of hazardous materials will be conducted using transportation contractor(s) licensed and permitted by the EPA and the State of Hawai'i. All Department of Transportation (DOT) and Hawai'i safety regulations will be followed.

1. **Transportation Contractors.** Transportation contractors will be chosen based on their safety record and availability. Any required routine truck maintenance / repairs will be performed at the transportation contractor's premises before picking up loads from the project site. The transportation contractor will be required to clean up, to the satisfaction of HC and any regulatory agencies involved, any spills resulting from maintenance of the trucks due to road accidents during transporting activities.

2. **Transportation Routes.** Trucks will use only pre-planned and authorized routes. Based on the expected volumes of soil, transportation routes should be selected to ensure that the roadways are of sufficient quality to handle the loading capacity and quantity of anticipated truck traffic required to transport the soil.

Exposure Risks and Controls:

Soil or material being loaded and transported may be impacted with chemicals of concern, particularly organochlorine pesticides, at concentrations that exceed the regulatory levels. Controls should be in place during any activity that may require contact with the soil / material, and are listed below:

- Appropriate PPE (in most cases, Level D) must be worn during soil handling activities;
- Avoid creating excessive amounts of dust; and
- Properly dispose of used PPE when demobilizing from the site.

Recordkeeping and Data Tracking:

A detailed log of the loads hauled from the project will be maintained in the HC project site field logbook / daily logs. The log will include, at a minimum, the date and time trucks were loaded and off-loaded, the destination, size (volume and weight) of the load, description of the contents, name and signature of the hauler, and name and signature of the contractor's representative. Transportation manifests and bills of lading should be included in the daily logs for each truckload of soil removed from the project site. This documentation will be retained for inclusion in the Environmental Closure Report.

References:

HDOH (Hawai'i Department of Health). 2009. *HDOH Environmental Action Levels, Supplemental Models in Excel Format, EAL Surfer*. March 2009. Accessed at internet website URL:
<http://hawaii.gov/health/environmental/hazard/eal2005.html>

Tetra Tech. 2011. *Pesticide Impacted Soil Investigation and Management Program Manual, Hickam Communities Property, O'ahu, Hawai'i*. DCN: 2770101.0001.F03. Prepared for Hickam Communities LLC. August 31, 2011.

SOP #08: Work Site Restoration

Original Issue Date: January 9, 2012 **Revision Date:**

Scope and Application:

This Standard Operating Procedure (SOP) is designed to provide guidance to the Hickam Communities LLC (HC) maintenance workers and subcontractors, in regards to how HC project sites should appear immediately following completion of maintenance activities in areas where soil is disturbed. This SOP mainly addresses housekeeping issues, and does not address landscaping restoration in the work area.

Equipment and Supplies:

Trash bags, brooms, brushes. Dumpsters and roll-off bins, as-needed.

Procedure/Method:

Following completion of maintenance activities at HC sites:

1. Remove all trash and debris generated from maintenance activities from the work area. No trash or debris will be stored for any length of time in the HC work area. All debris must "leave" with the maintenance crew.
2. Place all trash into bags and dispose in the proper receptacles on HC property.
3. For large amounts of trash and debris, the maintenance staff will arrange for delivery of a dumpster or roll-off bin with the HC Property Manager and the HC Environmental Point of Contact (EPOC). Any dumpsters or roll-off bins will be removed from the HC work area immediately upon completion of the work.
4. No uneven surfaces caused by either potholes or soil mounding should remain within the HC work area following soil disturbing work.
5. Any hazardous materials or hazardous debris encountered during site restoration must be reported immediately to the HC Property Manager and EPOC. If there is an imminent threat posed by any discarded materials encountered in the work area, contact the Fire Department and the HC Property Manager and EPOC.
6. Remove any soil adhered to sidewalks or streets. To avoid entry of soil into storm drains, brushing and sweeping should be used to the extent possible to remove soil from sidewalks and streets. Any material collected by the street sweeper should be considered PI and be managed in accordance with SOPs #05 and #07.

7. Restoration of landscaping affected by either routine maintenance or emergency repairs will be facilitated through the HC Property Manager, or designee.

Exposure Risks and Controls:

Soil adhered to sidewalks and streets may be impacted with chemicals of concern, particularly organochlorine pesticides, at concentrations that exceed the regulatory levels. The controls listed below should be in place during any activity that may require contact with the soil / material:

- Appropriate PPE (in most cases, Level D) must be worn during soil handling activities;
- Avoid creating excessive amounts of dust; and
- Properly dispose of used PPE when demobilizing from the site.

Recordkeeping and Data Tracking:

The maintenance staff will document completion of site restoration in daily logs; copies of these daily logs will be provided upon request to the HC Property Manager and/or EPOC to document that site restoration has been completed.

References:

N/A

SOP # 09: Resident Notification

Original Issue Date: January 9, 2012 **Revision Date:**

Scope and Application:

For planned work at the Site, Hickam Communities LLC (HC) must notify residents 72 hours in advance of maintenance and soil disturbing work planned for areas the HC property boundary. For emergency repairs, the residents will be provided information regarding the reason for emergency access from the HC Community and/or Property Manager.

Procedure/Method:

Before access of resident leased property for scheduled maintenance, either the HC Community and/or Property Manager's office will provide written notification to the resident at least 72 hours in advance of the planned work. The notification will provide a brief description and time frame for completion of the planned maintenance work.

Notification to residents will require all dogs to be restrained before start of maintenance work.

Exposure Risks and Controls:

None

Recordkeeping and Data Tracking:

A copy of the resident notification will be kept with the work plan documents and provided to with any reports submitted for the work.

References:

N/A

SOP # 10: The Role of the Property Manager

Original Issue Date: January 9, 2011 **Revision Date:** December 2010

Scope and Application:

This Standard Operating Procedure (SOP) provides a description of the role of the Hickam Communities LLC (HC) Property Manager relating to both emergency and planned maintenance activities at HC project sites. The HC Property Manager's primary role is to ensure, in coordination with the HC Environmental Point of Contact (EPOC), that emergency repairs and routine maintenance involving PI soil are implemented in accordance with the applicable SOPs and any disturbed PI soil is managed in accordance with the *Pesticide Impacted Soil Investigation and Management Program Manual (Program Manual)* (Tetra Tech 2011).

Procedure/Method:

1. **Emergency Repairs.** The HC Property Manager's office and the EPOC will be contacted immediately upon initiation of an emergency repair requiring disturbance of soil. The HC Property Manager or EPOC may need to:
 - a. Contact the specific HC Community Managers to notify the resident(s) regarding the emergency repair.
 - b. Facilitate access to property by the maintenance crew.
 - c. Assist in securing the work area to protect resident(s) from contacting pesticide impacted (PI) soil at the Site.
 - d. Notify the Fire Department and/or US Air Force/ US Navy in the event of a life-threatening situation.
 - e. Coordinate with the HC EPOC to assess if PI soil was disturbed during the Emergency Response.
 - f. Coordinate with the HC EPOC if PI soil was disturbed during the emergency response, to assess whether the PI soil was managed in accordance with the *Program Manual*.
 - g. Inspect the Site following completion of the work to see if any PI soil has been properly managed, and Site restoration completed as specified in SOP #08.

2. **Routine Repairs.** The HC Property Manager will only be notified of the repair if review of the LUCID and the work plan indicates that PI soil will be disturbed. If PI soil will be disturbed during the repair:
- a. The HC Property Manager (or designee) will coordinate with the HC EPOC to inspect the Site to assess that any disturbed/removed PI soil was managed in accordance with the *Program Manual*;
 - b. The HC Property Manager (or designee) and EPOC will facilitate transfer of maps and information pertaining to changes in the location of PI soil at HC Neighborhoods; and
 - c. The Site restoration completed as specified in SOP #08.

Recordkeeping and Data Tracking:

The HC Property Manager will coordinate with the EPOC to keep records of any visual assessments pertaining to management of PI soil. This documentation will be included into the LUCID.

Contact Information:

Table 1. Contact Information for HC Project Sites (as of January 2012)

Name / Title	Roles and Responsibilities	Phone / Email
<u>Jerry Schmitz</u> Project Director, HC	Manages overall operations at HC including construction, property management, and maintenance of HC property. Authorizes all work conducted for the project.	Office: (808) 853-3766 Cell: (808) 398-1017 Email: gerald.schmitz@lendlease.com
<u>Grant Arnold</u> Assistant Environmental Manager, HC	Has the role of Environmental Point of Contact (EPOC) for HC. Provides environmental management support to HC, and is the "go to" contact regarding all environmental issues at HC.	Cell: (808) 343 2134 Email: grant.arnold@lendlease.com
<u>Stephen Quinn</u> Director of Property Management, HC	Oversees property management and maintenance (including landscaping) at HC. Includes resident interactions through a network of neighborhood specific Community Managers.	Cell: (808) 423-1644 Email: Stephen.quinn@hickamcommunities.com

References:

Tetra Tech. 2011. *Pesticide Impacted Soil Investigation and Management Program Manual, Hickam Communities Property, O'ahu, Hawai'i*. DCN: 2770101.0001.F03. Prepared for Hickam Communities LLC. August 31, 2011.

SOP # 11: The Role of the Community Manager

Original Issue Date: January 9, 2012 **Revision Date:**

This Standard Operating Procedure (SOP) provides a description of the role of the Community Manager relating to both emergency and planned maintenance activities at HC neighborhoods. The HC Community Manager's primary role is to facilitate an open line of communication with resident(s) affected by either an emergency response of routine maintenance on the resident's leased property. The HC Community Manager will address any resident concerns and obtain any additional information that may be requested by the resident.

Procedure/Method:

1. **Emergency Repairs.** When an emergency repair must be conducted on a resident's leased property, the HC Community Manager (or designee) will:
 - a. Coordinate with HC Property Manager and the Environmental Point of Contact (EPOC) to get the information regarding the nature of the emergency.
 - b. Contact the resident(s) regarding the emergency repair.
 - c. Facilitate access to property by the maintenance crew, if needed.
 - d. Follow up with the resident(s) to inform them about the nature of the repair and any longer term or ongoing repairs that may need to be conducted.
2. **Routine Repairs.** The HC Community Manager will be the party that informs the resident(s):
 - a. By written notification to a resident 72 hours in advance of routine maintenance planned within the boundary of a resident's leased property.
 - b. Of restrictions regarding access, for instance, that the resident(s) keep all dogs restrained while repairs/ maintenance are being conducted on the resident's leased property.

Recordkeeping and Data Tracking:

The HC Community Manager will keep a copy of the written notifications provided to residents before routine maintenance. In addition, the Community Manager may keep a record of employee concerns, and how any concerns were addressed by HC.

References:

N/A

SOP # 12: LUCID Management / The Role of the EPOC

Original Issue Date: January 9, 2012 **Revision Date:**

Scope and Application:

This SOP provides a description of the role of the Hickam Communities LLC (HC) Environmental Point of Contact (EPOC) for management of the LUCID relating to both emergency and planned maintenance activities in HC neighborhoods. The primary role of EPOC is to serve as the “gatekeeper” to the LUCID, and to organize and facilitate the currency of the LUCID document.

Procedure/Method:

Before routine maintenance, the EPOC will review the work plan and reference the maps in the LUCID to evaluate if the proposed work area is located where PI soil was either managed, or left in place within the HC neighborhood. If the proposed work can be relocated to an area without PI soil, the EPOC will facilitate review of the HC neighborhood maps to identify a more suitable location for the work.

Following implementation of either emergency repairs or routine maintenance, the EPOC will be notified by the Property Manager (or designee) when the work results in changes in the location of PI soil in an HC neighborhood. The EPOC tracks these changes as discussed in the following section.

Recordkeeping and Data Tracking:

The EPOC will track changes in the location of PI soil in HC neighborhoods caused by emergency repairs and / or routine maintenance to ensure that the LUCID document is always kept current. The EPOC will compile GIS maps, and any additional documentation (e.g. daily logs, field notes) that provides specific information regarding changes in PI soil locations within HC neighborhoods. When updated maps are submitted to the EPOC, the out of date maps will be removed from the LUCID and replaced with the updated maps.

References:

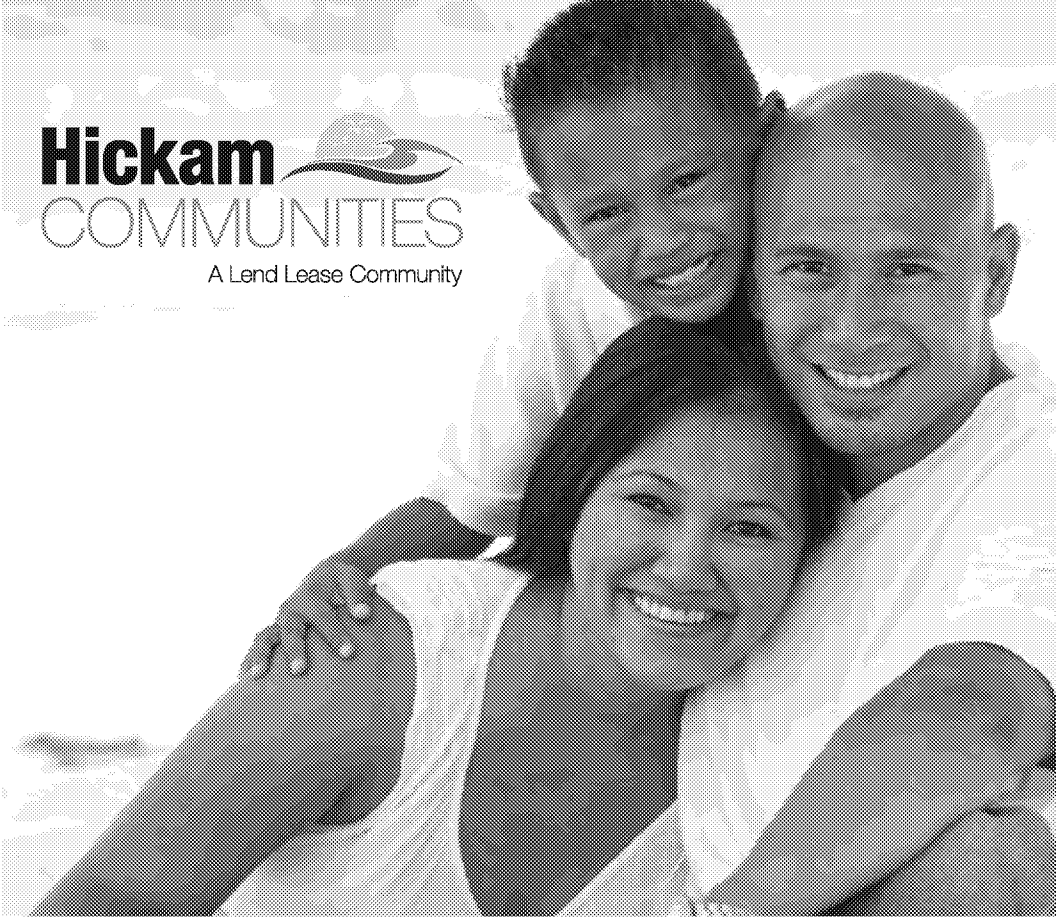
N/A

APPENDIX A2

Hickam Communities Resident Guide



A Lend Lease Community



Hickam Communities **Resident Guide** and Community Standards Handbook

Effective as of 1 January 2010

Attachment A to Tenant Lease

RESIDENT GUIDE AND COMMUNITY STANDARDS

Hickam Communities LLC

ALOHA

Welcome to Hickam Air Force Base (Hickam AFB) and the beginning of your family housing experience in Hawaii; where demand for living on base is exceptionally high. Living on base can provide enhanced security, community atmosphere, reduced commute time, and faster access to base facilities. In Hawaii, the high cost of rental and sale properties off base increases the desirability of living on base. We are very pleased that you have chosen to become part of Hickam Communities. Working together, we can ensure a safe, clean, well-kept living environment conducive to the rest, relaxation, and enjoyment our residents deserve.

This brochure has been provided to assist you during your residence with Hickam Communities LLC and is a part of your Tenant Lease. This document contains portions of the latest Air Force Instruction (AFI) 32-6001 (21 August 2006), Family Housing Management, and includes local policies and procedures to the extent possible. Due to space limitations, however, all policies and procedures cannot be included in this brochure. It is your responsibility to ask first on any policy not covered, or if you are in doubt on those covered. This guide is also available on our website, at www.HickamCommunities.com. We recommend that you check our website from time to time for news and events affecting your home and community.

This guide is designed to acquaint you with your responsibilities as a resident and those of Hickam Communities. Pride in the appearance of your home and consideration for your neighbors will result in comfortable living conditions for all residents in our family housing communities. If you have any questions regarding the contents of this brochure, please contact Hickam Communities at 808-423-2300.

We are happy to have you with us in our community and wish you much enjoyment during your tour of duty at Hickam AFB.

Mahalo Nui Loa

Hickam Communities Staff

QUICK REFERENCE PHONE NUMBERS

FIRE DEPARTMENT	911
AMBULANCE	911
SECURITY POLICE (To report a crime in progress or suspicious activities)	911
SECURITY FORCES CONTROL CENTER (Incidents, complaints, and law enforcement inquiries)	449-2677
HICKAM AFB MAIN GATE VISITOR CENTER	448-2231
Hickam Communities OFFICE (M-F 8:00 am To 5:00 pm)	423-2300
Hickam Communities MAINTENANCE SERVICE CALL DESK (24 hours/7 days-for maintenance requests, pest control service and lockouts)	423-1650
Hickam Communities WAITLIST	423-7788
SELF-HELP / LAWN & GARDEN	423-3091
15 CES HOUSING PRIVATIZATION LIAISON	448-3965
AIR FORCE FINANCE	449-9931
JPPSO (JOINT PERSONAL PROPERTY SHIPPING OFFICE)	473-7760
AIRMEN AND FAMILY READINESS FLIGHT	449-0300
MENTAL HEALTH	449-0175
MILITARY PERSONNEL FLIGHT	449-8624
MILITARY INFORMATION (FOR ALL SERVICES)	449-7110
TUNISTA PACIFIC RIM (LOANER FURNITURE)	448-0300
OCEANIC CABLE	643-2100
HAWAIIAN TELCOM	643-3456
HICKAM ELEMENTARY SCHOOL	421-4148
NIMITZ ELEMENTARY SCHOOL	421-4165
MOKULELE ELEMENTARY SCHOOL	421-4180

SECTION 1 - HICKAM COMMUNITIES RESPONSIBILITIES

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RESIDENT GUIDE

SECTION 1: Hickam Communities RESPONSIBILITIES

1.1. RESPONSIBILITIES. Hickam Communities will perform the following functions in support of your home: maintenance and repair, grounds maintenance in the front and side yards, refuse collection and disposal, and pest infestation control (Tenant is responsible for routine pest control). Fire, police and emergency services will be provided by the 15th Airlift Wing.

1.2. INSPECTIONS

1.2.1. MOVE-IN INSPECTIONS. Personnel from the Hickam Communities property management office will familiarize residents with the features of the home during the move-in process, document discrepancies on an inspection checklist, and submit service orders for maintenance requests pertaining to the home or appliances. The familiarization process will be performed in conjunction with an inspection of the entire home. The military member should be present; however, the spouse may attend if the military member is unable to do so after providing Hickam Communities with a special Power of Attorney, which specifically authorizes the spouse to act on behalf of the military member in the move-in process.

1.2.2. CONDITION OF HOMES INSPECTIONS. Hickam Communities retains the right to schedule inspections with the resident to assess the condition of the home with 48 hours' written notice, posted on or delivered to the home. Failure to maintain good housekeeping standards in the home and grounds could result in loss of the privilege of living in a Hickam Communities home. The Tenant (see section 2.1) is responsible for any damage by Tenant's dependents, household pets, or guests to the home and ensuring that the home is safe, sanitary, and provides a healthy living environment for the family.

1.2.3. YARD INSPECTIONS. Hickam Communities representatives will conduct inspections of back yards in the family housing areas to ensure maintenance is conducted regularly. Weekly maintenance is strongly encouraged, to coincide with Hickam Communities' weekly lawn maintenance. Written discrepancy notices will be issued when yards are not maintained to standard. Please note housing inspection standards, Section 3. Discrepancies must be corrected not later than one week following the notice.

1.2.4. MOVE-OUT INSPECTIONS. This inspection is conducted as outlined under "Termination of Family Housing" (see Section 11).

1.2.5. TEMPORARY STORAGE. The government may provide temporary storage of certain household furniture items. For specific information, please contact the 15 CES/CERP, Housing Privatization Liaison at 448-3965.

1.3. MAINTENANCE AND REPAIRS. Hickam Communities maintenance department is responsible for the maintenance of your home. Please call (808) 423-1650 to schedule maintenance for your home. Normal business hours for maintenance are Monday through Friday 6 a.m. to 6 p.m. and Saturday 8 a.m. to 2 p.m. To better accommodate the atypical shifts of our military member residents, we will provide routine service call maintenance after normal duty hours by appointment. Please limit after hour and Sunday calls to emergencies only.

1.3.1. MAINTENANCE REQUESTS. Hickam Communities maintenance staff will assign a service order number to your request and schedule a date and approximate time the work will be performed. There are three categories of service: emergency, urgent, and routine. The category of service order determines when the service will be accomplished. Hickam Communities will schedule appointments for routine service orders to accommodate our residents' schedule. Residents are welcome to request routine-only service orders on our website at www.HickamCommunities.com. Urgent and emergency service orders should always be called into 423-1650.

1.3.2. EMERGENCY SERVICE ORDERS. Emergency service orders require immediate attention. Some examples are structural, utility, or mechanical problems that could cause loss of life or property; serious damage affecting health, safety, security, and complete utility failure (electricity, gas, water, or sewage). The service call desk is available on a 24-hour basis for emergency situations. If you place a request for emergency service, it is of utmost importance that you are home when the service technician arrives to resolve the emergency situation. **Failure to do so may result in further damages that can lead to financial charges to the resident.**

1.3.3 URGENT SERVICE ORDERS. Urgent Service Orders shall consist of correcting failures that do not immediately endanger the occupants or threaten severe damage to property, but that would present a health, safety or significant inconvenience to the Tenant. Examples of urgent service orders include: major appliance break downs, toilets, shower or sink clogged in 1 of 2 bathrooms, kitchen sink backed up when other side is draining, no power in one room of the home, no hot water and HVAC or AC Unit mechanical failure unless medically authorized.

1.3.4 ROUTINE SERVICE ORDERS. Routine Service Orders include maintenance or repair actions that do not meet the criteria of an Emergency or Urgent call. Examples of routine service orders include: repair to cabinets, closet doors off track, light switch or outlet not operable, screen window repair, baseboards off the wall.

SERVICE ORDERS - RESPONSE AND COMPLETION TIMES		
SERVICE ORDER CATEGORY	RESPONSE TIMES (a)	COMPLETION TIMES
Emergency Service	1/2 Hour During Normal Working Hours 1 Hour After Normal Working Hours Bellows AFS 1 hour at all times	One Day
Urgent Service	24 Hours	2 Work Days
Routine Service	2 Work Days	5 Work Days
(a) Response time includes contacting Tenant, appraising the problem, and scheduling a solution.		

1.3.5. SERVICE CALL EVALUATION CARD. The service technicians will provide a service quality card for the Resident to comment on the quality and timeliness of the service provided. Residents are encouraged to complete the card and deliver it to the Hickam Communities Maintenance office or return it to the technician to turn in.

1.4. ENTRY. Hickam Communities reserves the right to enter your home under reasonable circumstances. Except in case of emergency, or if it is impracticable to do so, you will be given at least 48 hours written notice before entry.

1.5. REFUSE COLLECTION AND DISPOSAL. Trash is picked up once per week. Trash receptacles are provided to each home. Please ensure all trash is placed completely inside the container. The container is not allowed to be placed at curbside until after 8 p.m. the evening before pickup. Only trash inside the container will be picked up. Containers are required to be removed from the curb and stored in assigned storage locations no later than 7 p.m. the day of pickup. Trash is picked up on all holidays except Christmas and New Year's Day.

1.6. BULK TRASH. Bulk trash pick up is provided at curbside once a week on the same day as your normally scheduled trash pickup. Items are not allowed to be placed on the curb earlier than 8 p.m. on the evening before pickup. Some items are not considered bulk item (i.e. air conditioning units, mattresses, appliances, car batteries, tires, and TV's) and will not be picked up. A list of items that will not be picked up will be provided at the pre- Move Out inspection appointment. Hickam Communities will charge a disposal fee of \$25 per item. Residents must bring item(s) to Hickam Communities Maintenance Department or call if transporting is not possible.

1.7. GREEN WASTE. Hickam Communities residents are required to dispose of green waste in the designated green waste bins located throughout the family housing community. Residents are reminded that absolutely no regular household trash, bulk trash, garbage, or other refuse will be collected from these bins or areas. It's everyone's responsibility to ensure that these areas are neatly maintained. **Please do not place plastic bags in the green waste bins.**

1.8. RECYCLING. Participation in the Hickam recycling program is mandatory for all residents living on base. Recyclables are picked up curbside on the same day as trash pick up. Separate aluminum cans, glass, plastics, into one container and place newspapers, magazines, and cardboard in another container. Recyclables shall be rinsed free of food and other debris prior to placing in the containers. Containers are required to be removed from the curb and stored in assigned storage locations no later than 7 p.m. the day of pickup. Residents are reminded that absolutely no regular household trash, bulk trash, garbage, or other refuse will be collected from these bins. Once paper gets wet it cannot be recycled. Wet paper must then be placed in with the regular refuse.

1.9. INSECT/PEST CONTROL. Routine pest control is the responsibility of the resident. Residents may request pest control services by calling Hickam Communities maintenance at 423-1650, if they are unable to control insects and avoid infestation as outlined in Section 2.16. Pest control does not extend to personal items such as storage sheds.

1.10. LOCKOUTS. During normal working hours call Hickam Communities Office at 423-2300 or after hours contact Hickam Communities maintenance at 423-1650. Proper identification is required. A military ID will be retained until the key is returned to Hickam Communities. If you require lockout assistance after normal business hours more than once, you will be charged a lockout service fee of \$25.00.

1.11. SELF-HELP/LAWN & GARDEN SERVICE. Hickam Communities provides numerous assorted items for maintaining your home and yard. These items may be obtained free of charge from the Self-Help / Lawn & Garden Center. Items that are on an exchange basis are: light bulbs, air conditioning filters and drip pans. You must bring in the old item to exchange it for the replacement item. The center is open from 8 a.m. to 4 p.m. Tuesday through Friday and 8 a.m. to 2 p.m. on Saturday. Remember the center is closed on Sunday, Monday and Holidays. Inventory of yard equipment is limited. Hickam Communities recommends that residents provide their own lawn equipment as non-availability of Self-Help equipment

does not constitute non-compliance with Hickam Communities standards in grounds keeping maintenance. For more information regarding items available for our residents call Hickam Communities Self-Help / Lawn & Garden Center at 423-3091.

SECTION 2: RESIDENT RESPONSIBILITIES

2.1. TENANT. The term "Tenant" as used in this Resident Guide refers to military and civilian members who enter into a Tenant Lease with Hickam Communities. Tenants are responsible for ensuring that they, their dependents and guests comply with the provisions of this Resident Guide, as well as applicable Hickam AFB policies. Tenants will assure their households are conserving utilities, reporting maintenance needs, and following fire, health, and safety instructions. Tenants may contact the Hickam Communities property manager to resolve any problems that might arise between themselves or their families and other residents of the community when their own attempts have proven unsuccessful.

2.2. CHAIN OF COMMAND. Complaints related to housing assignment, maintenance response, and other housing related activities should be brought to the attention of the Hickam Communities property management staff. Residents and family members are required to seek assistance through the Hickam Communities property manager before going to the Privatization Flight Chief.

2.3. COMMUNITY PARTICIPATION. Hickam Communities will host Community Update Meetings or other informational sessions for housing-related issues as needed. Your participation is highly encouraged. You will receive specific notification when an event is scheduled. If you are unable to attend due to illness, temporary duty (TDY), or official duty, your spouse or another designee should attend in your absence.

2.4. CHANGE IN STATUS FOR ACTIVE DUTY MILITARY TENANTS. Tenants must notify Hickam Communities, in writing, of any change in status, such as an increase or decrease in number of dependents residing with the Tenant, an increase or decrease in military grade, change to DEROS, change to duty location, and change to duty phone. If Tenants' family members no longer reside with Tenant or the Tenant no longer resides in the home, Tenant is no longer eligible to reside in the home, and occupancy terminates within 45 days. It is the Tenant's responsibility to notify Hickam Communities immediately and to aggressively seek off-base housing to comply with the 45-day requirement. If the Tenant does not physically reside in the unit while on TDY, Hickam Communities deems the Tenant to still be a resident of the home. Tenants can and should contact Hickam Communities regarding waitlist status and/or eligibility, should Tenant status change.

2.5. NAME SIGNS. In accordance with base policy, homes may have the military member's rank, first initial and last name displayed in the brackets on the front of the home. Hickam Communities will place signs when you move-in. Nothing additional or different is authorized. If there is a name or grade change, please contact your Community Manager immediately.

2.6. EXTENDED ABSENCE. If your home will be unoccupied for extended periods, (more than 14 consecutive days), you are required to make arrangements during this absence for security, prudent care, yard maintenance, and periodic inspection of your home. You must also notify the Hickam Communities property management staff of this absence.

2.7. LIABILITY. Tenants are liable and accountable for loss or damage to homes, equipment, or furnishings caused by abuse or negligence by the Tenant, the Tenant's dependents, household pets or guests. Any damage determined to be beyond normal wear and tear requires reimbursement by the Tenant to Hickam Communities. This includes, but is not limited to, attaching / nailing / screwing any item to the exterior of the home, however, wind chimes, hanging plants and flags in appropriate flag pole holders are permitted. Nails in doors, burns, cuts or scratches on countertops, damage to floors or carpets, damage from waterbeds, and pet damage will be charged to the Tenant.

2.8. MAILBOXES. It is a federal offense to tamper with, damage, or steal from mailboxes, and anyone who does so is subject to fines and/or imprisonment. In accordance with postal regulations, only mail delivered by the U.S. Postal Service is to be placed in mailboxes; all other items, such as brochures, pamphlets, flyers, and packages and letters that have not been mailed are prohibited. Parents, please ensure your children are aware of this and comply.

2.9. INSURANCE. Hickam Communities will make Renter's Insurance available to the residents as provided in the Tenant Lease. All deductibles are borne by the Tenant. Optional coverage and additional riders, such as loss of use, coverage for specific articles, etc., are not included in the policy. Disaster insurance, such as floods and earthquakes, is not included. Tenants are encouraged to evaluate their own insurance needs and obtain supplemental insurance at their own cost, if needed for such things as high valued items. Currently no application for renter's insurance is required; however that requirement may change in the future based on the needs of the insurance company. Hickam Communities does not act as an agent or insurer.

2.10. ENERGY CONSERVATION. Hickam Communities residents are required to conserve energy. Rising utility costs require us to use common sense – we must do everything possible to conserve our precious utilities and resources. As part of our SYNERGY (Saving Your Nation's Energy) Program, Hickam Communities goal is to reduce any excess consumption of electricity and water throughout Hickam Communities. During your move-in you will be provided with a Conservation handout which you are expected to follow. You are vital to ensuring that our limited resources in Hawaii last for later generations of Air Force families who live at Hickam and throughout Hawaii. Kindly do your part to prevent waste.

2.10.1. WATER. The normal and reasonable use of water in your home will not normally be restricted. But, should your usage exceed baseline estimates, you will be contacted by a representative of Hickam Communities in order to identify the cause of excessive consumption. We ask all of our residents to cooperate and ensure that waste is not caused by any member of the household. Underground irrigation systems installed in front and side yards will be maintained by Hickam Communities and will be centrally controlled with rainfall sensing devices to minimize water usage. Back yards (with no irrigation systems) should be watered only from 6 a.m. to 9 a.m. and 4 p.m. to 8 p.m. Residents living at odd-numbered addresses will water only on odd-numbered dates, and residents living at even-numbered addresses will water only on even-numbered dates. Lawns should be watered no more than 20 minutes in each location and should be watered at least 3 times per week during the date and times listed above. Please do not allow water to pool on lawns or run over sidewalks or onto streets. Also, ensure water does not hit the fences or the homes. Conserve water by running washing machines and dishwashers only with full loads. By turning off the water while brushing teeth or shaving, you will also save gallons of water per day.

2.10.2. ELECTRICITY. A committed effort is required by all members of the household to conserve electricity by eliminating unnecessary use. Should your electrical usage exceed baseline estimates, you will be contacted by a representative of Hickam Communities in order to identify the cause of excessive consumption. We ask all of our residents to cooperate and assure that waste does not occur. You can help by minimizing the use of electrical appliances and lights, especially during peak demand periods of 6 a.m. to 8 a.m. and 5 p.m. to 6 p.m. Interior lights should always be turned off when you are not in the room. Please assure outside lights are never left on during daylight hours. Set air conditioner thermostats higher when you are away from the home and turn the thermostat off when you open windows. Remember to change the air conditioner filter frequently. Limit the use of clothes dryers to full loads. Hickam Communities homes are equipped with compact fluorescent light (CFL) bulbs which reduces electrical consumption. You can exchange your incandescent bulbs with CFLs and receive replacement air conditioner filters free of charge at the Self Help / Lawn & Garden Center.

2.11. ENVIRONMENTAL PROTECTION. Do not pour engine oil, coolant, car grease or other similar products down any drainage system, into the street or gutters, on the ground, or into the plumbing system. See Section 10 for the proper disposal of household hazardous wastes. Burning of leaves/refuse is prohibited.

2.12. SAFETY. Report any unsafe conditions, hazards or fire threats to Hickam Communities maintenance at 423-1650 immediately. Do your part and take immediate action to correct any hazard when identified. Do not overload multiple outlet adapters, extension cords, or power strips within the home, as overloading is the primary contributor to household fires. In the event of an actual emergency call 911 first then Hickam Communities.

2.13. MINOR MAINTENANCE AND REPAIRS. Residents are responsible for minimal maintenance tasks such as replacing light bulbs, tightening screws, changing air conditioner filters and performing routine pest control. Other maintenance and repair requirements should be reported to Hickam Communities at 423-1650 to schedule a service order. Either the Tenant or the spouse may call in service requests. Every resident has a responsibility to take action to prevent additional damage to the resident's home while awaiting repairs.

2.14. RECREATIONAL VEHICLES. Boats, Kayaks, campers, trailers, motor homes, and other recreational vehicles are permitted in Hickam Communities housing areas only for the purposes of loading and unloading before or after a trip. This should take no more than 24 hours on each end of the trip. The Services Squadron provides on-base storage for recreational vehicles. However, if no space is available in their respective lots, residents are responsible for obtaining off-base storage.

2.15. UNAUTHORIZED VEHICLES AND VEHICLE REPAIRS. Vehicle maintenance or repairs, other than changing flat tires, are not authorized in housing areas. Vehicles must never be on jacks for any reason other than tire replacement and must not be left unattended at any time when on jacks for tire replacement. Disabled, inoperable, and abandoned vehicles are not permitted in housing areas. Resident citations will be issued for non-compliance with these criteria. Vehicles must be parked in assigned parking areas and must have a current license tag and safety inspections in order to be parked legally in the housing areas. For instances where vehicles do not meet these criteria, the issue will be turned over to Security Forces for disposition, in accordance with Base Regulations.

2.16. INSECT/PEST CONTROL. Residents are responsible for routine pest control of the home. Each home is treated prior to occupancy. In order to prevent major infestation, residents are expected to take immediate action upon first noticing insects. General use insecticides can be purchased at the Base Exchange (BX) or the Commissary. Exercise caution while handling toxic chemicals and follow directions completely. *If residents are unable to control insects and avoid infestation, they may request pest control services by calling Hickam Communities maintenance at 423-1650.* Pest control does not extend to personal items such as storage sheds, fleas and ticks on pet animals or to treatment of bed bugs.

2.17. CARE OF INTERIOR. Care of your home should be an on-going effort from the time you move in until the time your home is turned back to Hickam Communities. The Tenant is responsible for any damages to the home and for ensuring that the home is safe, sanitary, and provides a healthy living environment for the family.

2.17.1. KITCHENS. Special attention is needed to maintain the appliances, cabinets and walls in the kitchen. Please do not use gritty or harsh detergents when cleaning. Ovens, broiler units, top burners, and filters in overhead hood units should be cleaned regularly to prevent grease build-up, which is a fire hazard. The exterior of the range and the oven door gasket should be cleaned frequently to remove oil, grease, and food particles. Refrigerators should be cleaned regularly with water and baking soda solution, rinsed and dried. Avoid use of sharp instruments to remove ice when defrosting. Avoid placing hot utensils on counter tops, as this can cause permanent damage. Use of a cutting board is a must when chopping, slicing, or cutting. Use only regular, non-stick shelf paper in drawers and cupboards; the use of adhesive-backed paper will damage surfaces when removed. Walls should be cleaned at periodic intervals to prevent surface grease and soil buildup. Do not paste decals on kitchen cabinets or drive nails or hooks into cabinet doors.

2.17.2. BATHROOMS. In a high-humidity climate such as here in Hawaii, walls in the tub and shower area have a tendency to mildew and should be cleaned regularly with a product to combat mildew. Ceramic tile and fixtures should be cleaned with a mild detergent. Use a commercial cleaner to prevent calcium deposit buildup in toilets. Avoid flushing items such as paper towels or disposable diapers. If plumbing stop-ups occur, first try using a plunger. If this fails to clear the system, call Hickam Communities maintenance at 423-1650.

2.17.3. FLOORS. When cleaning the floors in your home, pay special attention to corners and along baseboards for dirt and wax buildup. As you clean, keep in mind that excessive water can cause damage to any floor, especially wood. Vinyl tile and sheet vinyl floors may be waxed. Remove old wax regularly to prevent wax buildup. Use only quality products to wax or remove old wax. Hardwood floors should be dusted frequently and only occasionally wiped down with a damp, not wet, mop. Do not wax hardwood floors.

2.17.4. CARPETS. Vacuum frequently, at least weekly. Clean up spills immediately, before they become stains. We recommend residents steam clean or shampoo carpets at least every 6 months, or more often if they have pets. Residents will be held accountable for damages caused by pets, dark or excessive stains, burns, etc. The use of cleaning or spot remover products containing bleaching agents is not authorized. Any damage caused by use of such products is the tenant's responsibility.

2.17.5. WALLS. Use mild soap and warm water to keep walls clean. Do not apply adhesive-backed materials, wallpaper, or decals to walls, as these cause damage when removed. Use only small nails or

picture hangers to hang items on walls. Make sure there are doorstops on all doors to prevent damage to walls. If doorstops are not provided, please contact Hickam Communities maintenance.

2.17.6 PREVENTION OF MOLD. To avoid mold growth it is important to prevent excess moisture buildup and to remove visible moisture accumulation as soon as it occurs. Immediately report any evidence of excess moisture or mold or mildew in the unit it to Hickam Communities maintenance at 423-1650.

2.18. CARE OF EXTERIOR. Exterior care shows pride in your home and community and contributes to the overall beautiful appearance of the base. Non-availability of Self-Help (see section 1.11 of this guide) equipment does not constitute non-compliance with Hickam Communities standards in grounds keeping maintenance. Neglect of exterior upkeep may result in termination of the Lease. Residents are not permitted to attach any item to the exterior of the home or carport. This includes, but is not limited to, attaching / nailing / screwing any item to the exterior of the home, surrounding walls, and carport areas; example of non authorized items are racks for kayaks, surfboards, bicycles, strollers etc. However, wind chimes, hanging plants and flags in appropriate flag pole holders are permitted. Costs incurred by Hickam Communities for these repairs will be charged to the resident. Front and side yards are considered common area and must be neatly maintained at all times. If you live in a home with window air conditioning units, all window screens need to be installed back on windows when the privately owned AC unit (s) are removed.

2.18.1. GROUNDS. Maintenance of back yards including lawn maintenance, shrubs, removing leaves and edging and trimming is the responsibility of the resident. Non-availability of Self-Help (see section 1.11 of this guide) equipment does not constitute non-compliance with Hickam Communities standards in grounds keeping maintenance. All animal owners or their representatives (if the owner is away from Hickam AFB) are responsible for the daily removal and sanitary disposal of pet feces from owner's yard and the immediate removal of feces from common areas or in neighboring yards. Your specific area of responsibility will be identified for you during your move-in. If the Tenant is on TDY or leave status, the Tenant's spouse and/or dependent children are responsible to maintain the assigned ground area. If the entire family will be away, the Tenant must arrange for the assigned grounds to be maintained, including watering of the lawn, during their absence.

2.18.2. WINDOWS. Residents are responsible for interior and exterior cleaning of windows during occupancy. Extra care is required when cleaning jalousie windows to avoid chipping or breaking. Only white drapes, shades or blinds are allowed facing the street. Cardboard, foil or blankets are not allowed in the windows. Aluminum foil is not permitted in windows for any reason. Black out drapes can be installed to assist in blocking the sun light if a resident is on night shift, but on the inside not facing the street.

2.19. PETS. All residents are responsible at all times for controlling their pets (see Section 4 for authorized pets and requirements for pet ownership) as provided herein and in the Tenant Lease. Failure to do so may result in Lease termination. For installation of fences, see 5.13.

2.20. SELF-HELP WORK. Residents must make a written request and receive approval from Hickam Communities prior to initiating any home improvement project or installing any equipment, to include playground equipment. Installation of equipment poles which require digging into the soil requires approval and may have significant restrictions. (See section 5.13 for authorization of digging requirements)

2.21. RESIDENT DISPUTES. Residents are responsible for bringing disputes to settlement (see paragraph 8.7).

SECTION 3: INSPECTION STANDARDS

3.1. WEEKLY EXTERIOR INSPECTIONS. Hickam Communities will conduct weekly inspections for compliance with the Tenant Lease and this document (the Resident Guide). For all Tenants, a written courtesy notice, or friendly reminder, will be issued initially. If non-compliance is noted on re-inspection, the Tenant will receive a first notice. Any second notice issued for non-compliance with Hickam Communities standards will be considered a serious violation of the Tenant Lease and may result in notification of the Tenant's military unit. Non-availability of Self-Help (see section 1.11 of this guide) equipment does not constitute non-compliance with Hickam Communities standards in grounds keeping maintenance. If not corrected no later than one (1) week following the notice, this may result in the loss of housing privileges. Documentation of three discrepancies in any 12-month period may result in the loss of the resident's privilege to reside with Hickam Communities. In addition, all unsafe items or practices will be reported to Hickam Communities; fire protection concerns or deficiencies will be reported to the Fire Department; and security and law enforcement concerns will be reported to the Security Forces Squadron.

3.1.1. BACK YARD EDGING/TRIMMING. Grass growth should be edged back ½" to 1" from patios and sidewalks. Trim grass around foundation of buildings, fences, base of trees and bushes, and around flower gardens and play equipment or other yard structures.

3.1.2. REMOVAL OF GRASS AND WEEDS. All grass and weeds must be removed from cracks in sidewalks or patios.

3.1.3. BACK YARD SHRUBS/BUSHES. Trim shrubs/bushes to below 7' height to present a neat appearance. For security purposes, bushes or shrubs by windows should be trimmed to below window ledge height. To deter insect infestation, all foliage should be kept trimmed away from buildings. Vines and climbing plants must be removed from walls and is tenant's responsibility. Trim all dried leaves and branches promptly and place in designated green waste bins.

3.1.4. PLANTINGS. Plantings of all grasses, trees, large shrubs/bushes and the installation of stepping stones by residents is not allowed. Residents may do minor trimming of trees in their area of responsibility.

3.1.5 GARDENING. Flower beds should be kept free of grass, weeds, dead plants, and trash. Separate trash debris from grass and plant debris before disposing of grass and plant debris in designated green waste bins. The soil on Hickam AFB has potential pesticides in the unit's front, side and rear yards and in neighborhood common areas (refer to section 10.4); therefore, the soil within five (5) feet of the building should not be disturbed. In areas where pesticides do exist, there is a potential for plants to be affected; for this reason, growing fruits and vegetables and eating fruit from existing trees is not permitted.

3.1.6. PATIOS AND CARPORTS. Residents are required to maintain patios and carports in a neat, clean fashion and kept free of debris at all times. Storage areas may not be cluttered or otherwise unattractive. Carports must be neatly maintained at all times and storing of items in carports is prohibited. Items must be removed from carports after each use and are not allowed to remain in the carport overnight. Residents are not permitted to attach any item to the carport. This includes, but is not limited to, attaching / nailing /

screwing any items to the structure such as racks/hooks or hangers for Kayaks and surfboards. However, wind chimes, hanging plants and flags in appropriate flag pole holders are permitted. Carports and other parking areas must be kept free of grease, oil, or antifreeze residue. Chemical products must be in locked storage. Hazardous materials such as batteries or tires must be disposed of properly and cannot be stored at or near the home or carport. Only garden or patio furniture and live plants are allowed on patios.

3.1.7. SUN SHELTERS, TENTS, ETC. These and similar items are considered temporary in nature and are permitted for short-term use only and must be removed when not in use. These items cannot be left up longer than 24 hours (48 hours if in conjunction with an extended weekend) if on grass surface. Items installed on concrete or other harden surface are allowed to remain up at all times.

3.1.8. STORAGE SHEDS, TRAMPOLINES. Exterior storage sheds and trampolines require approval prior to installation. It's your responsibility to receive permission from Hickam Communities prior to installing any exterior items on the property. Residents will be required to remove any and all work performed without approval or which are not in compliance with Hickam Communities guidelines. Only plastic storage sheds are permissible, metal storage sheds are not authorized.

3.1.9. WATER/ENERGY CONSERVATION. Written discrepancy notices will be issued for excessive watering that is causing pooling or run-off into other areas, as well as for watering lawns on the wrong day or at the wrong time of day (see paragraph 2.10.1). Additionally, residents will be cited if exterior lights remain on during daylight hours.

3.1.10. PARKING. No vehicles may be parked on grass or seeded areas at any time. Tandem parking is not allowed except in private driveways, provided vehicles do not block the sidewalk. Residents are allowed to park only in assigned spaces and need to ensure that visitors park in designated visitor parking areas. See Section 2.15 on storing Recreational Vehicles.

3.1.11 FRONT PORCHES AND WALKWAYS. Residents are required to maintain their front porches and walkways in a neat and clean fashion. Front porches are to be kept clear of personal items and debris. Storage of the following personal items are not allowed on front porches: bicycles, toys, storage racks, BBQ grills, cleaning materials (such as brooms, mops and buckets) and/or horticulture supplies and implements such as rakes, peat moss bags and mowers. Patio furniture is permissible, but no household furniture is allowed. However, wind chimes, hanging plants and flags in appropriate flag pole holders are permitted. Walkways are to be kept clean of debris and swept free of flowers, pods, seeds and other green waste.

3.2. GOOD HOUSEKEEPING (INTERIOR INSPECTIONS). Residents are required to maintain the interior of their homes to a standard of cleanliness and safety that will provide a safe environment for their families and neighbors. If unhealthy, unsanitary, or unsafe interior conditions are reported, Hickam Communities will inspect the interior of the home after providing the notice described in Section 1.4. Damage to homes may also prompt such an inspection. (See paragraph 1.2.2.)

3.3. EMERGENCY INSPECTIONS. Hickam Communities reserves the right to enter occupied homes under reasonable circumstances. Except in case of emergency, or if it is impracticable to do so, Resident will be given at least 48 hours written notice before entry.

3.4. TERMINATION OF OCCUPANCY (See Section 11).

SECTION 4: PETS

Pet ownership is a privilege that shall be extended to all residents at Hickam AFB. A \$200 pet deposit (**fee subject to change**) is charged to pet owners which will be refunded if there are no pet-related damages. Pets must be registered with the Landlord, must wear collars and be restrained by either leash or fence at all times. Pet owners must ensure pets are immunized, must keep current immunization records on file with the Landlord, and must assure that they are kept current. Pet owners are responsible for the conduct of their animal at all times. In addition to compliance with this Residents Guide, Tenant must adhere to all restrictions, orders and regulations regarding pet ownership as published from time to time by the 15th Airlift Wing Commander.

4.1. **RESPONSIBILITY.** Tenants are responsible for the behavior of their pets and must assure their pets do not become a nuisance or menace to other pets, persons, or property. Owners must maintain clean surroundings and provide proper humane care for their pets. Owners displaying lack of responsibility jeopardize their privilege of having pets in Hickam Communities homes. Any animal demonstrating aggressive behavior will be immediately and permanently removed from the housing community. To report pet neglect, abuse, biting, nuisance and destruction of property, notify Hickam Communities at 423-2300 or Security Forces at 449-2677. Hickam Communities reserves the right to require removal of any animal when such reporting results in confirmation of neglect, abuse, biting, nuisance, and/or destruction of property.

4.2. **AUTHORIZED PETS.** Authorized animals are limited to most breeds of dogs, cats, and caged birds or fish in bowls or aquariums. No more than 2 pets (besides birds in cages or fish in bowls and aquariums) per household are allowed, with the exception of puppies and kittens up to 8 weeks of age.

Unauthorized animals include any animal that is deemed “Aggressive or Potentially Aggressive” that is banned by state and federal laws. In addition, the following animals are unauthorized:

Wild, exotic or undomesticated animals (ex., forest/jungle beasts, potbellied pigs, or other wildlife) raccoons, opossums, skunks, groundhogs, bats, squirrels, wolves, coyotes, and wild carnivores, poisonous reptiles or snakes (All types of snakes are prohibited in Hawaii),
Hoofed animals (Hickam does not have a designated area for hoofed animals).

For the purpose of this policy, aggressive or potentially aggressive breeds of dogs are defined as Pit Bull breeds of dogs (American pit bull terrier, Staffordshire bull terrier, American Staffordshire bull terriers, etc) Chows, Doberman Pinchers, Rottweilers, any Mastiff breeds, Cane Corsos, Presa Canarios and wolf hybrids. Any dog which is a percentage of up to half-breed dogs of these types is also prohibited. The inbred aggressive nature of these breeds creates a safety hazard.

4.3. **VICIOUS ANIMALS.** Resident owners may be directed to permanently remove any animals displaying unprovoked vicious behavior such as lunging at people, continuous growling, biting, fighting, etc. Such removal will be at the owner's expense. Repeated instances of animal misbehavior/lack of control on the part of the owner will jeopardize the privilege of pet ownership for the duration of residence.

4.4. ANIMAL BITES. All incidents of animal bites must be reported immediately to Security Forces at 449-2677. The Veterinary Treatment Facility (VTF) should also review the incident to determine whether the animal should be quarantined.

4.5. LICENSE/REGISTRATION/IDENTIFICATION.

4.5.1. LICENSE AND REGISTRATION. All dogs over 4 months of age must be licensed by the City and County of Honolulu and must wear a collar with an attached city and county dog tag. Licenses must be renewed on or before expiration date. Applications for licenses may be obtained from the Hawaiian Humane Society or any Satellite City Hall. Register all dogs and cats with the Veterinarian Treatment Facility (VTF) within 10 working days of arrival on base.

4.5.2. CAT AND DOG IDENTIFICATION MICROCHIP. Owners of dogs and cats on base are required to have an American Veterinary Identification Device (AVID) microchip implanted under the skin of their pets. This device will assist in returning lost animals to their proper owners. Hawaii law makes it mandatory for all pets coming through quarantine to have this microchip implant. The implant serves as a worldwide identification system and is especially beneficial for military personnel who relocate often. The Hickam Veterinary Clinic in building 1864 on Kuntz Avenue can perform this procedure. For appointments or questions, call the clinic at 449-6481.

4.6. CONTROL OF PETS. Dogs must be confined to the home or in a fenced yard. **Pets capable of jumping a standard fence should be tethered.** For installation of fences, see 5.13 of this guide. **Animals may not be left unattended while outside if not in an enclosed fenced area.** At no time may pets be chained or otherwise attached to trees, bushes, any building or structure and fences. When dogs are outside the owner's yard for any purpose, they must be leashed at all times and under control of the owner or another person capable of controlling the animal. Electric fences and/or leashes do not constitute as proper restraint and having control of your pet. Animals other than dogs and cats must be kept in the appropriate container for such animal at all times.

4.7. NUISANCE. Any animals that barks, bays, cries, whines, howls, or makes any other continual unreasonable noise for 30 minutes or more is considered a nuisance. Residents can purchase training collars through a veterinarian to prevent these noises.

4.8. BREEDING/COMMERCIAL USE. Breeding of any animal for commercial use is strictly prohibited. Spaying/neutering is strongly encouraged; however, if this is not agreeable, homes must be found for any litters produced, prior to the 8-week age. At no time past the 8-week age **will more than 2 pets be allowed** in a household (besides those birds in cages and fish in bowls or aquariums).

4.9. ANIMAL FECES/HEALTH HAZARD. All animal owners or their representative (if the owner is away from Hickam AFB) are responsible for the daily removal and sanitary disposal of pet feces from their yards. They are also responsible for the immediate removal of feces from common areas and neighboring yards. All animal feces within the interior of the quarters shall be picked up immediately and litter boxes cleaned regularly. Violations of this requirement constitute a health hazard and will be dealt with accordingly.

4.10. FEMALE DOGS AND CATS. Female dogs and cats in heat must be confined inside the owner's assigned home or garage (except during the summer months). Being in a fenced yard does not constitute confinement. If the owner chooses not to confine the dog or cat, it must be kept at a place off the

installation. Female dogs and cats in heat will not be tied or kept in cages or pens outside the owner's quarters, nor will they be allowed to run loose. They may be let outside to relieve themselves, but must be under the direct scrutiny and control of the owner at all times.

4.11. STRAY/LOST ANIMALS. Contact Hickam Communities or Security Forces to pick up stray or lost animals.

4.12. PET SITTING. Residents may accept the responsibility of watching pets for a neighbor, friend, or coworker in their own home if the additional pets do not bring the total household pets to more than two. By doing so, the pet sitter is accepting full responsibility and liability for the animals as noted above. All violations, fines, and police incident reports involving the animal will be issued to the animal sitter, not the owner, during the sitting period. Animals may not be left alone in a home, garage, carport, or back yard for more than 12 hours without pet sitter attention. **Pet sitting is not permitted for unauthorized or banned animals.**

SECTION 5: GENERAL INTEREST ITEMS

5.1. GUESTS. Occupancy of homes by more than one family is not authorized. However, social visits of 30 days or less do not constitute joint assignment of quarters. Social visits by military members assigned to the Installation and civilians employed at the Installation but who permanently reside outside the commuting area are limited to 30 days. Written request must be submitted to Hickam Communities for approval for visitors beyond the 30-day limit. The duration of social visits by anyone residing within the sixty-minute commuting area of the Installation is limited to no more than two (2) days.

5.2. ROOF AREAS. Residents are not permitted on any roof area including carports. Access to roof areas is limited to authorized maintenance personnel only.

5.3. SATELLITE DISHES/ANTENNAS/CABLE TV. Individually owned satellite dishes, HAM radio antennas, and external TV or radio antennas are permitted to be installed in locations approved by Hickam Communities prior to installation. During the approval process, specific locations where the dishes or antennas can be installed will be identified. These items must be located in the rear of the home and are not allowed to be attached to the building, fence or roofs. HAM radio antennas must not cause reception interference to surrounding neighbors.

5.4. POOLS. Only nonpermanent children's wading pools made of rubber or plastic with a maximum depth of 8 inches and maximum diameter of 5 feet may be used in Hickam Communities housing areas. These must be placed in back yards only. Authorization is provided only if used under constant adult supervision. An adult must be present at all times while pool contains water, regardless of whether children are present. Pools must be completely drained after each use, or daily at a minimum. When not in use, pools must be stored so as not to collect water. Any landscape damage must be repaired prior to termination of quarters. Personal liability insurance is strongly recommended.

5.5. WATERBEDS. Waterbeds are permitted; however, it is required that users of waterbeds maintain liability insurance to cover any damage that may result from the installation, use, or removal of the waterbed. Such proof of insurance must be provided to Hickam Communities.

5.6. SWING SETS, PLAYHOUSES, HAMMOCKS, ANIMAL SHELTERS, ETC. These types of items must be stored behind the home and out of sight from the street. In any event, requests for these items must be made to Hickam Communities prior to installation and will be evaluated on a case-by-case basis. Written approval from Hickam Communities must be obtained prior to installation. Approval will include installation and maintenance criteria; compliance is mandatory. Installation of playground equipment poles and posts that require digging into the soil requires approval and may have significant restrictions. Hammocks & swings must be free-standing only and not attached to trees or structures.

5.7. BASKETBALL HOOPS. Only temporary movable basketball hoops are permitted and must be stored behind the home and out of sight from the street. Placement in streets is prohibited. No basketball hoops are to be affixed to Hickam Communities homes, carports or garages.

5.8. TRAMPOLINES. Trampolines may be installed only in back yards within a lockable fenced area or with a lockable cover. A 10-foot clear zone in all directions around a trampoline is required. Installation of a side net which completely encircles the trampoline is mandatory. Military Tenants should check with the Base Staff Judge Advocate Office regarding liability laws. Other eligible tenants should seek their own, outside legal counsel regarding liability laws. Proof of liability insurance is required. Prior to installation, you must have written approval from Hickam Communities and you must sign a statement accepting liability.

5.9. WINDOW AIR CONDITIONERS. Request for installation of window air conditioning units must be approved by Hickam Communities prior to installation and will be considered on a case by case basis upon receipt of written request. **All window screens need to be installed back on windows when removing AC units.**

5.10. PROHIBITED ITEMS IN HOUSING AREAS. Fishponds, swimming pools, other than as authorized in section 5.4 above, wooden lattice, tree swings, and other items affixed to trees or buildings are prohibited.

5.11. FIREWORKS. All types of fireworks are prohibited on Hickam AFB.

5.12. EXTERIOR DECORATIVE LIGHTS. Exterior decorative lights are authorized only for holidays and must adhere to strict installation requirements. Ambiance lights are authorized for patio and lanais only and do not include any type of icicle lights. Prior to installation contact Hickam Communities for installation requirements. Residents are not allowed to nail, screw, and/or anchor items to the buildings or carports. Lights must use temporary clips and can only be placed on the first floor roofline. Residents are not allowed on the roof tops and lights or decorations cannot be placed on second floor roofline. Residents are responsible for all damage that is caused as a consequence of lighting installation and/or removal. Residents will be required to remove any decorative lights installed at other times of the year. In keeping with our safety and energy reduction goal, authorized lighting times are restricted to the hours between 6:00 pm and 10:00 pm. For holidays such as July 4th or Halloween, lights may be installed one week prior to the holiday and must be removed the day following the holiday. Lights for the winter holiday season may be installed on Thanksgiving and lighted through 1 January during the hours between 6:00 pm and 10:00 pm. Two exceptions to this policy are the actual dates the winter holidays are celebrated and New Year's Eve/Day, when lighting restrictions will not apply. All lights must be removed by 15 January. Lights are prohibited on roofs and roof edges or any location where climbing or roof access is required. Any installation of electrical lighting decorations will be done in a safe and prudent manner using lights, cords and equipment that are approved and rated for exterior use.

5.13. FENCES. Requests to install fences must be approved prior to commencement and may have significant restrictions. A fence request with specific information is available at the Hickam Communities Housing Office for your specific type of home, and must be adhered to. Fence request packets include policy, guidelines, a digging clearance form (AF Form 103), and work request (AF Form 332) in which all must be approved prior to commencement of work. Do not dig into the ground for any reason without first obtaining approval to do so. Any fence installation conducted by a third party must first have Hickam Communities approval. Residents are liable for any damages done to underground utilities.

5.14. LAWN & GARDEN CENTER. The Self-Help / Lawn & Garden Center provide residents general replacement items free of charge such as light bulbs, air filters and pest control products. Also, many items are available to help you maintain your lawn such as mowers, trimmers and garden hoses. Inventory of yard equipment is limited. Hickam Communities recommends that residents provide their own lawn equipment as non-availability of Self-Help equipment does not constitute non-compliance with Hickam Communities standards in grounds keeping maintenance. The Center hours are Tuesday – Friday, 8 a.m. to 4 p.m., and Saturday 8 a.m. to 2 p.m. If you have questions, you may contact the Self-Help / Lawn and Garden Center at 423-3091.

5.15. LIMITATIONS. Each household has a monthly limitation on the amount of free replacement items exchanged at the Self-Help / Lawn & Garden Center. For more information, contact the Self-Help/Lawn & Garden Center. All residents may check out lawn and garden equipment and must check the equipment back in within the required time limitations. Please remember this equipment is for use while waiting for your household goods to arrive or after it's been shipped. Hickam Communities does not provide lawn equipment on permanent bases.

5.16 CHILD SUPERVISION. See Attachment A – 15AW/CC Memorandum – Hickam Child Supervision Policy. For questions or concerns regarding the Hickam Child Supervision Policy, please contact Family Advocacy at 449-0175.

SECTION 6: FIRE PROTECTION

6.1. RESPONSIBILITY. The Tenant is responsible for ensuring compliance with all applicable fire and life safety standards. Training aids and materials can be obtained through the base Fire Department.

6.2. FIRE SAFETY CONSULTANTS. For additional information or any assistance regarding fire prevention and fire safety, please contact the Fire Prevention Element of the Fire Department at 449-8118.

6.3. FAMILY LIFE SAFETY PLAN. Teach your family about a life safety plan and practice the plan regularly. The Tenant should instruct all family members about fire prevention. Critical elements of your plan should include:

6.3.1 EVACUATION PLAN. Also known as EDITH for 'Evacuation Drills In The Home'. Tenants should make an evacuation plan immediately upon assignment of the home. Plan two ways out of the home and designate an outside meeting place. Practice this plan every three months.

6.3.2. SMOKE DETECTORS. The Tenant is responsible for a monthly test and examination of all household warning devices installed within the home. The test and examination of these devices shall include: Inspecting the physical appearance of the devices for evidence of damage, abuse, tampering, or

other indications that may render it inoperative. Smoke detectors must be securely mounted, with the Tenant conducting an operational test according to the manufacturer's guidance to ensure the audible alarm is working. Vacant homes will not be reoccupied if the household fire warning system is not functioning properly. At change of occupancy, smoke detector maintenance will be conducted in accordance with UFC 3-600-02. Deficient operation or faulty equipment shall be reported directly to Hickam Communities maintenance. Replacement and inspection of smoke detectors is performed during maintenance prior to your move in. Do not tamper with detectors or attempt repairs. Any non-working smoke detectors should be reported immediately to Hickam Communities maintenance at 423-1650.

6.3.3. FIRE EXTINGUISHERS. Fire extinguishers are provided for each home. If your home does not have one, please contact Hickam Communities to have one installed. Please ensure all family members know the location of the fire extinguisher and understand how to operate it. Family members are not to tamper with fire extinguishers. For fire extinguisher training, contact the Fire Department at 449-8103. If the extinguisher is utilized, please notify Hickam Communities maintenance at 423-1650 immediately for a replacement.

6.4. TO REPORT AN EMERGENCY (FIRE, AMBULANCE OR POLICE) - DIAL 911. If a fire occurs in your home, vacate the home, and immediately notify the fire department by dialing 911. Give the operator your name, telephone call back number, address and location of fire. Do not hang up until the operator acknowledges correct receipt of all information. If safe to do so, notify all residents of the building and ensure everyone has evacuated the building and all are accounted for. Once the fire department arrives on the scene, make contact, provide directions and answer any questions. All fires, regardless of size, even fires that have been extinguished, must be reported to the fire department.

6.5. COOKING. Never leave cooking unattended. Exercise extreme caution when cooking with grease or anything that produces its own grease. In the event of a cooking fire, cover the burning pan with a lid, turn off the appliance if possible, evacuate, and call the Fire Department. NEVER use water to try to put out a grease fire! Do not attempt to move the pan. The range hood exhaust fan should be cleaned often to prevent the accumulation of grease and should be in use at all times when cooking. The burners and the oven should be kept free of grease. If a fire occurs inside the oven, close the oven door to prevent spread of the fire, turn off the oven, evacuate your family and call the Fire Department and Hickam Communities.

6.6. HOUSEKEEPING. Good housekeeping and cleanliness promotes fire safety and prevention. Dispose of trash and combustibles regularly. Storage in attics is prohibited. Check around major appliances for dust accumulation, spilled flammable or combustible liquids or trash that may impede the safe operation of the appliance. Vacuuming behind the clothes dryer should be done on a monthly basis. Clean dryer lint traps after each load and clear vent hoses regularly. Take care that no plastic articles, pens, or crayons are placed in the dryer.

6.7. ELECTRICAL FIRE SAFETY. Extension cords are not to be used in place of fixed wiring. Do not overload plugs by the use of multiple strip electrical devices or pig tailing. Surge protectors are only designed to offer electrical surge protections for delicate electronic equipment; they are not designed as an acceptable method of increasing electrical plug space.

6.8 OPEN FLAMES. Keep matches and lighters away from children as these devices are leading causes of fires.

6.8.1 SMOKING. Smoking in bed is prohibited. Dispose of smoking material in a non-combustible container, and never leave lit cigarettes unattended.

6.8.2. BARBECUE GRILLS. When lit, grills must be supervised by adults at all times, and must be placed clear of structures and building overhangs. Allow a minimum 10-foot clearance from all structures, trees, and shrubs. Use only approved charcoal lighters according to package directions, and do not pour additional lighter fluid on a lit fire. Grills are to be stored in the back yard only except for those types of units that do not have a backyard.

6.8.3 OUTDOOR / COOKING / PICNICS. All activities including outdoor cooking/picnics in soil/grassed areas is permitted but should be limited to a minimum distance of 10 feet away from housing foundations, trees and shrubs. Any food/beverages accidentally spilled on the ground should not be consumed and should be disposed.

6.8.4. CANDLES. Never leave lighted candles unattended. Do not place lighted candles in areas where they could contact flammable items such as curtains. Keep all lighted candles out of the reach of children and pets.

6.8.5. OPEN BURNING IS PROHIBITED ON BASE. Open burning and the disposal of trash by burning is prohibited.

6.9. FLAMMABLE LIQUID STORAGE. Storage of flammable liquids such as gasoline, turpentine, or torch fluid is limited to a total of 5 gallons per household. Flammable liquids must be stored only in approved Underwriters Laboratory or Factory Mutual containers and must never be stored in living areas.

6.9.1. GASOLINE-POWERED EQUIPMENT. Lawn mowers, weed-eaters, power washers, and other gasoline-powered equipment must not be stored in housing living areas. Do not refuel equipment while it is running. Allow for sufficient cooling of equipment prior to refueling.

SECTION 7: SECURITY

7.1. SECURITY CONTROLS. The installation commander is responsible for the control and safeguarding of all base property. Routine patrolling of housing areas is accomplished on a regular basis by the 15th Security Forces Squadron (15th SFS). Incidents, complaints, and inquiries concerning law enforcement should be directed to the 15th SFS Control Center at 449-2677.

7.2. VISITOR PASSES. For long-term visitors, residents must contact the 15th SFS Pass and Registration Section in Building 1113, phone 449-9394. For guest visiting over 30 days, they must be approved by Hickam Communities and proper arrangements made with Security Forces for access to the base. You must report to the Main Gate to sign-on short term guests. Requests for large groups of visitors for parties, weddings, etc., should be arranged at least 10 days prior to the event.

7.3. CRIME STOP. Operation Crime Stop is a cooperative installation community effort to reduce the potential for criminal activities on the base and to report criminal acts as they occur. If you observe a crime in progress or suspicious activities anywhere on base, call Crime Stop at 449-7114. You may remain anonymous; however, it is usually beneficial to have your name and phone number in case re-contact is necessary. Security incidents should be directed to the 15th SFS at 449-2677. Hickam residents may also

call 911, which is answered by the 15th SFS. 911 calls from a cell phone (mobile phone) may be answered by the City and County of Honolulu. Calls originating on Hickam AFB requiring law enforcement response will be routed back to the 15th SFS for response.

7.4. FIREARMS. In accordance with Air Force Instruction 31-101, 15 ABWI 31-101, and PACAF Sup 31-101, all personnel residing on Air Force installations on the island of Oahu will register their privately owned weapons using the AF Form 1314. Housing residents may contact their respective units to obtain the form. Additional forms are available at 15th SFS Pass and Registration section. All personnel with privately owned weapons in the state of Hawaii must also register them with the Honolulu Police Department, without regard to whether they live on or off the installation. For additional information, contact the 15th SFS office at 449-2677.

7.5. EMERGENCY VEHICLES. All motorists must yield to emergency vehicles.

SECTION 8: GOOD NEIGHBORS

8.1. SUPPORT AND COOPERATION. Some of our military personnel work days, while others work swing or midnight shifts. At times, some personnel are working 12-hour shifts. We understand everyone's need to live a normal life, but we each must respect the privacy and rights of others and show some common sense and courtesy. Please be a good neighbor and provide your support and cooperation.

8.2. COMMON AREAS. Common areas including carports, front and side yards of multiplexes, common area grounds and parks are to be kept clean and free from all personal articles. Do not leave shoes, toys, bicycles, garden hoses, or any other personal items in these areas at any time.

8.3. NOISE CONTROL. Excessively loud music and noises are disruptive to the community. Please be considerate and cognizant of how your actions may disrupt others who are resting. Do not assume that your neighbors enjoy the same type of music or television programs that you do. Please keep volume down inside and outside your home at all times. If music, TV, stereo, etc. can be heard outside your home or in the unit next door, it is too loud. Respect the rights of others to enjoy peace and quiet in their own homes. Quiet hours (10 p.m. to 7:30 am) are strictly enforced. Music in vehicles should be kept at a level that cannot be heard outside the vehicle. Excessive bass or amplification of in-home systems or vehicle sound systems is not allowed at any time.

8.4. PARTIES. Many complaints can be avoided by informing your neighbors prior to hosting a party. The best way to prevent any misunderstanding over noise or music volume is to make arrangements with your neighbors, let them know your intent, and be considerate. Also, please ensure your guests do not park in unauthorized areas or in neighbors' assigned parking areas.

8.5. CHILDREN. Parents, divert your children's activities away from other homes so their noise does not cause disturbance to the neighborhood. Instruct your children to be considerate of others. Children playing games are not permitted within 10 feet of housing foundations or unpaved areas. Exterior play areas located in grass and/or soil areas should be located away from housing foundations at a distance of at least 10 feet. Children should avoid playing games or other related activities in these (unpaved) areas with the exception of lanais, walkways; driveways, etc. (i.e. paved areas). All questions or concerns regarding child supervision, babysitting criteria, or suspected child abuse should be directed to the Family

Advocacy/Mental Health Office at 449-0175. Please see Attachment A to this brochure for additional information on the Hickam Child Supervision Policy.

8.6. PETS. Always exercise consideration and respect for your neighbors and assure your pets do not become a nuisance to the neighborhood. (See Section 4)

8.7. RESIDENT DISPUTES. As in most close communities, there is always the potential for disputes between neighbors. The best way to handle this is for the affected parties to simply discuss the issues between themselves and seek resolution. This should be accomplished resident to resident if at all possible. In the event this does not resolve the conflict, residents should then request that the Hickam Communities property management staff work with all parties involved in the situation to bring it to resolution. If the situation is not resolved, residents are required to seek assistance through Hickam Communities property manager before going to the Housing Privatization Element Chief. If the property manager is unable to resolve the issue, residents will be referred to the Housing Privatization Element Chief for resolution. The Air Force chain of command will become involved only when all attempts to resolve the situation have not been successful. Residents may request mediation services from the Military Equal Opportunity office or seek counseling with the base chaplain. Hickam Communities staff is available to residents to provide clarification of policies and procedures.

SECTION 9: COMMUNITY/RESIDENTIAL ACTIVITIES

9.1. GARAGE SALES. For safety and security reasons, garage sales are not authorized on Hickam AFB. However, a base-wide tailgate sale is held the first and third Saturday of each month in the lot next to the Commissary. For details and to reserve a stall, call the Services Squadron at 449-3354. The Thrift Shop is also available for sale of personal belongings.

9.2. AUTOMOBILES FOR SALE. Automobiles displaying "For Sale" signs may be parked in housing areas if they are being used on a consistent basis for transportation, but may not be parked at quarters indefinitely if not in use. Vehicles for sale and not being used for transportation must be registered and placed on the Auto Resale Lot. For information, call the Service Squadron, Craft Sales Store in the Skills Development Center at 449-2457.

9.3. RESIDENTIAL BUSINESS: Residents may, with written permission from Hickam Communities, which permission shall not be unreasonably withheld, conduct a business in a housing unit of a type permitted by government regulations governing the conduct of business activities in military family housing. Residents conducting a residential business (e.g. child care) will be required to comply with and are subject to inspection for compliance with government standards. Hickam Communities granting of permission is not a warranty that the unit is suitable for the conduct of residents' business. No door-to-door soliciting will be allowed, no advertising signs shall be posted on the unit, and no interior or exterior structural modifications or additions shall be made to accommodate residents' business. Residents are responsible for obtaining the necessary permissions and/or licenses and will indemnify, save, and hold harmless Hickam Communities for any failures to obtain the necessary permissions and/or licenses and for any damages to third parties arising from the conduct of residents' business.

SECTION 10: ENVIRONMENTAL CONCERNS

10.1. HOUSEHOLD HAZARDOUS WASTE. Hazardous waste is any material discarded from the home that threatens our environment or health and well being through improper handling or disposal. Examples are motor oil, pesticides, paint, batteries, and household cleaning products.

10.2. DISPOSAL OF HOUSEHOLD HAZARDOUS WASTE. Households have exemptions that allow for the disposal of hazardous waste in general refuse dumpsters that are not available when disposing hazardous waste generated in the workplace. General refuse goes to the City and County of Honolulu waste to energy conversion facility and we are required to follow their guidance for disposal of hazardous waste. Handy product substitution recommendations, recycling, and proper disposal instructions can be found on their web site at <http://www.opala.org>.

A summary describing the proper recycling and disposal procedures for Hickam AFB residents is included below.

10.2.1. RECYCLE. If you have leftover household cleaners, please offer them to your neighbors if you are unable to take them with you.

10.2.2 STORM DRAINS AND HOUSEHOLD DRAINS. Never dump household cleaning agents down storm drains, as these drains flow directly into the ocean. Care should be taken to ensure that cleaning agents are not combined because some chemicals, if mixed, can produce toxic gases. With plenty of running water, it is safe to flush the following into household drains: aluminum cleaners, window cleaners, water-based glue, lye-based paint stripper, alcohol based lotions, drain cleaners, rust removers, bathroom cleaners, ammonia-based cleaners, disinfectants, and hair relaxants or permanent wave lotions.

10.2.3. PLACING HOUSEHOLD HAZARDOUS WASTE IN THE TRASH. If treated properly, some items may be disposed of in your regular trash. These include liquids such as cooking grease that can be solidified in plastic bags with sawdust, kitty litter, old rags, or shredded newspaper. The material will soon turn into a solid clump that can be placed in the trash. Be sure that you have completely emptied the contents of aerosol spray containers before placing them in the trash. Although not a comprehensive list, the following may be disposed in the trash:

- Empty aerosol cans
- Floor care products
- Lye-based oven cleaner
- Art supplies
- Solidified fiberglass epoxy primer
- Mercury batteries
- Mothballs
- Insect sprays
- Furniture polish
- Solidified nail polish
- Solidified varnish, primer, and paint
- Solidified brake fluid
- Car wash with solvent
- Auto repair products
- Fertilizers

- Shoe polish

10.2.4. SPECIAL HANDLING. Some materials require special disposal procedures, such as window air conditioners, refrigerators and TVs. Hickam Communities has a drop off disposal program for window air conditioners at a cost of \$25 per unit.

10.2.4.1. CAR BATTERIES. Take old car batteries (no more than 2) to Firestone or the Auto Hobby Shop for disposal at a nominal fee. Car batteries should never be left outside the disposal location but should be turned in during business hours when a representative is present to accept them. It is against the law in the state of Hawaii for car batteries to be abandoned in any location.

10.2.4.2. TIRES. Tires are not accepted at the Recycling Center. When purchasing tires, some vendors are willing to accept your old ones. It is against the law in the state of Hawaii for tires to be abandoned in any location.

10.2.4.3. USED ENGINE OIL. Change automobile oil at the Auto Hobby Shop, and dispose of oil in the containers provided there, or purchase oil change boxes that contain absorbents which, when properly used, allow disposal in the trash. **Changing oil in the housing area is not allowed under any circumstances.**

10.2.4.4. OTHER MATERIALS. If you are unsure on the proper disposal of some materials, please visit the web site <http://www.opala.org>. For additional information, contact the Environmental Office at 449-3196.

10.2.4.5. PROPANE TANK: Household propane tanks (limited to 2 per customer) may be turned into Air Liquid (845-9021) for disposal on a fee basis. Empty tanks may also be disposed of at a City Refuse Convenience Center. Never put your empty propane tanks in the trash.

10.3. LEAD-BASED PAINT. Residents should be aware that many of the homes on Hickam AFB were constructed prior to 1978, before the harmful effects of lead-based paint were known. As a result, many of our homes have the potential for lead-based paint to be present under the many subsequent coats of non-lead-based paint. Should you encounter any peeling or chalking paint that you believe presents a hazardous situation, call Hickam Communities Housing Office at 423-2300 for repairs. To avoid creating dust that could contain particles of old lead-based paint, do not disturb or sand any painted surfaces. Clean with non-abrasives such as dishwashing detergent. Please refer to the Tenant Lease attachments "Protect Your Family From Lead In Your Home" and the "Hickam Communities Lead-Based Paint / Asbestos Disclosure."

10.4. PESTICIDE-IMPACTED SOIL. Residents should be aware that many homes on Hickam AFB have had pesticides applied to the soil under the foundation slabs as a treatment for termites. As a result, many of our homes have the potential for pesticide-impacted soil to be present within five (5) feet of their foundation. Soil in this region should not be disturbed (physical contact is not a concern; however, ingestion or inhalation of impacted soil particles could pose a risk). For more information please contact the Hickam Communities Housing Office at 423-2300.

10.5. STORM WATER POLLUTION PREVENTION. Storm drain inlets collect storm water to prevent streets and adjoining property from flooding. The inlets at Hickam are not connected to the sanitary sewer, so storm water drains to the ocean without treatment. To maintain good water quality and protect the health

of Hawaii's coral reef, we all must act responsibly to prevent contamination of the storm drain systems. Take the following actions:

- Sweep sidewalks and driveways and do not hose debris into storm drains
- Clean antifreeze or oil drips with kitty litter or other absorbent material and place in the trash
- Immediately report large spills to the Hickam Fire Department at 449-8100
- Repair vehicle leaks
- Avoid overuse of fertilizers and pesticides
- Flush dirty mop water in household drains with plenty of running water
- Pick up animal waste and either flush it in the toilet or place it in the trash
- Pick up litter and debris from yards and assure that lids are secured on garbage cans
- Use only biodegradable, ammonia-free and phosphate-free soaps such as Ivory Liquid or Simple Green when washing your car
- Do not over-water lawns or other landscaping
- Do not use chlorinated cleaning agents to clean drive ways and sidewalks; use a scrub brush or high-pressure water
- Report illegal dumping to 15th Security Forces Squadron at 449-2677.
- Report blocked storm inlets to the Hickam Communities Maintenance Office at 423-1650.
- Contact the 15th Civil Engineering Squadron Environmental Flight at 449-3196 for assistance concerning storm water pollution prevention

SECTION 11: TERMINATION OF FAMILY HOUSING

11.1. GIVING NOTICE. Military members who receive PCS orders or are otherwise reassigned to another installation are required to terminate occupancy of Hickam Communities housing prior to departure. Personnel who are separating or retiring must accomplish a successful termination inspection prior to the separation or retirement date. The Tenant will provide the Hickam Communities Housing Office with at least a 28-days' notice with exceptions allowed for short notice PCS or separations. Tenant is responsible to pay rent for the entire 28 days whether or not you are occupying the unit. Contact the Hickam Communities Housing Office in person or by calling 423-2300 to schedule an appointment to give notice. Residents should schedule their household goods pick-up date and departure flight date prior to arriving for their appointment with Hickam Communities. When PCSing, one copy of orders and amendments, one copy of Transportation Management Office (TMO) arrangements, and one copy of the flight itinerary are required for processing your termination with Hickam Communities.

11.2. TERMINATION INSPECTION. The responsibility for termination of Hickam Communities housing rests solely with the Tenant who must be present at the final inspection. A Pre-Move-Out inspection is strongly encouraged. The Tenant may designate a spouse or military representative with special power of attorney which may be obtained at the Staff Judge Advocate Office. It is imperative that the quarters are ready and the military member or his/her representative is present on time. If the military member will not be present at the scheduled time, they must call the Hickam Communities Housing Office to reschedule. The Hickam Communities Housing Office will provide cleaning and damage guidelines to residents upon home assignment and review the guidelines prior to vacancy. Damage caused by tobacco smoke, pets, abuse, and other damage beyond normal wear and tear will be repaired and the cost billed to the resident. A detailed cost breakout will be provided to the resident. Photographs will be provided for repairs exceeding \$300. Military members will be required to pay for all damage prior to clearing base.

11.3. MOVE-OUT CLEANING STANDARDS. Residents must clean their home to Hickam Communities standards on move-out. A Pre-Move-Out inspection is strongly encouraged. Hickam Communities has adopted a "Broom Swept" cleaning standard for residents to use when vacating their homes. Broom Swept is designed to ease the move-out process for military families and eliminate "white glove" inspections. Broom Swept condition implies that a home is left clean throughout including the kitchen, bathroom(s) and storage areas. When a home is cleaned regularly, it should only require a wipe down of surfaces, countertops, cabinets, bathrooms, appliances, floor sweeping and vacuuming prior to move-out. Hickam Communities cleaning standards will be provided to residents when resident provides notice of move-out or upon request.

Damage to the residence that is beyond normal fair wear and tear and/or caused by residents or residents' pets will be the Tenant's financial responsibility.

11.4. CARPET CLEANING. Prior to move-out, all carpets must be vacuumed thoroughly. If fleas or ticks are active at the Pre-Move-Out inspection, residents will need to arrange for flea/tick treatment prior to moving out. If fleas or ticks are active at the final inspection, residents will be assessed a damage charge for flea/tick treatment.

11.5 FORMS OF PAYMENT. Hickam Communities accepts credit cards, debit cards, money orders or cashier's check only. We do not accept cash or personal checks.

SECTION 12: CHANGES TO RESIDENT GUIDE AND COMMUNITY STANDARDS

In the event that Hickam Communities finds cause to update the Resident Guide and Community Standards, residents will be provided at least 30 days' written notice before any policy changes are effective.

ATTACHMENT A. 15 AW/CC Memorandum - Hickam Child Supervision Policy

GLOSSARY

Aggressive behavior – any animal displaying unprovoked vicious behavior such as lunging at people, continuous growling, biting, and/or fighting.

Baseline estimates – the projection performed on a project to serve as the reference point for all subsequent tracking, comparing, and auditing of water and electricity use.

Broom swept standards – the basic standard in cleaning of a home to include wiping out all appliances, vacuum or sweep floors and carpet, removing all personal items.

Common areas – area which is available for use by all tenants, (or) groups of tenants and their invitees.

Energy conservation – the practice of decreasing the quantity of energy used.

Exception to policy – a written request asking permission for something other than the standard.

Excessive consumption – going beyond sufficient or permitted limits of energy or water in which is acquired by the user.

Exterior upkeep – maintaining the outside of the home in a neat manner and orderly appearance.

Identification microchip – an American Veterinarian Identification Device implanted under the skin of animals.

Normal wear and tear - a term for damage that naturally and inevitably occurs as a result of normal use or aging.

Nuisance animals – any animal that barks, bays, cries, whines, howls, or makes any other continual unreasonable noise for 30 minutes.

Pig tailing – attaching to another type of electrical source in any form or manner.

Routine pest control – a habitual method or procedure in dealing with insects.

Yard maintenance – includes removing leaves and weeds, edging of grass along fences and walls, trimming of grass, bushes and shrubs as well as routine watering of lawn of specified days.

WEBSITES

Department of Environmental Services	http://www.envhonolulu.org/
Hawaiian Electric Company	www.heco.com
Hawaiian TelCom	www.hawaiiantel.com
Hickam Air Force Base	http://www2.hickam.af.mil/
Hickam Communities	www.HickamCommunities.com
Hickam Elementary School	www.hickam.k12.hi.us
Joint Personal Property Shipping Office	fisc_prlh_ippso@navy.mil
Military OneSource	www.militaryonesource.com
Mokulele Elementary School	www.k12.hi.us/~mokulele/newsite
Nimitz Elementary School	www.nimitzelementary.com
Oceanic Cable	http://www.timewarnercable.com/Hawaii/
Radford High School	http://www2.k12.hi.us/~radfordrams/
Recycle Hawaii	http://www.recyclehawaii.org/
Solid Waste System - Recycling	http://www.opala.org/solid_waste/
State of Hawaii	http://www.ehawaii.gov

NOTES

Hickam

COMMUNITIES

A Lend Lease Community

exclusive
COASTAL LIVING
within your reach

Hickam Communities LLC
211 Mercury Street, Honolulu HI, 96818

This document can also be found at:
www.HickamCommunities.com



APPENDIX A3

Hickam Communities Fence Policy Packet

HICKAM COMMUNITIES FENCE POLICY PACKET

(Effective Date: 15 September 2011)

ATTACHED DOCUMENTS:

- 1) Directions for Fence Approval and Installation
- 2) Fence Policy and Fence Installation Request for Hickam Communities (**sign and return to HC**)
- 3) Hickam Communities Fence Policy: Resident Responsibilities (**sign and return to HC**)
- 4) PWD Hickam Work Clearance Request, 647th CES, JBPHH: Form 103, (**acquire signatures and return to HC**)
- 5) Hickam Communities Fence Policy: Subcontractor Responsibilities with *Attachment A: HC Standard Operating Procedure: Subcontractor Guidance for Managing Soil on HC Property Soil Excavation and Stockpiling during Installation of Fencing and Other Improvements* (**subcontractor to sign and return to HC**)

Return all required documents to your Community Manager.

Directions for Fence Approval and Installation

- A. Read through, fill out and sign the attached *"Fence Policy and Fence Installation Request for Hickam Communities."*
NOTE: You must draw a line diagram of the fence you plan to install as explained in the form.
- B. Fill out and sign the *"Hickam Communities Fence Policy: Resident Responsibilities."*
- C. Have the subcontractor who is doing your fence installation fill out and sign the *"Hickam Communities Fence Policy: Subcontractor Responsibilities with the HC Standard Operating Procedure: Subcontractor Guidance for Managing Soil and Material on HC Property During Installation of Improvements."*
- E. **You are also required to have the PWD Hickam Work Clearance Request: JBPHH Form 103, filled out and signed-off on before you can proceed to install your fence.**

Notes on JBPPH FORM 103:

- Fill out block #1 with your address and block #1b with your work order number. (Customer Service will provide a work order number through the NAVFAC TF-1 Form)
- Skip blocks 2, 3, 4, and 5
- Next, fill out blocks 6 and 7
- Skip block 8
- On this form you will be required to get signatures of approval before installing your fence. The required signatures are marked with an asterisks (*) and/or yellow highlighting on the form.
- You may fax a copy of the fence diagram and JBPHH Form 103 to **Oceanic** (625-5888) or drop them off. Call Oceanic engineering **first** at 625-8570. They may give you a fax confirmation or a phone confirmation to let you know it is okay to proceed. If you drop off the fence diagram and Form 103, be sure to provide a fax number or email address where they can send their confirmation. In either case, document the method of confirmation, date, and who you spoke with.
- You must hand deliver (4) sets of fence diagram showing foot print of intended work site (reference markings for locating work area such as buildings and or street names must be included), four (4) copies of the excavation check sheet (JBPHH Form 103), and four (4) copies of a business card or POC information, to include name/business, address and phone number **to AT&T located at 3375 Koapaka Street, Ste D-120**. Call AT&T at 659-1400 for directions (office is difficult to locate) and to answer any questions. Processing may take 3-5 days.

Please return a final copy of the signed forms JBPHH FORM 103 once you have acquired all the approving signatures/approvals to Hickam Communities for review and processing by the Community Manager and HC Maintenance office.

Fence Policy and Fence Installation Request for Hickam Communities

Date: _____

Name of Requester: _____

Address: _____

Home Phone: _____ Duty Phone: _____

Occupants must request permission, through Hickam Communities (HICKAM COMMUNITIES), to install chain link fencing at their home. **To facilitate appropriate management of pesticide-impacted soils, the fence must be installed by a subcontractor.**

NOTE: Historic homes (in Officer Field and Hale Na Koa II) where renovations have been completed, are only allowed to install simple picket fences of either aluminum or wrought iron, covering no more than approximately 600-700 square feet. Fence colors should be dark to be less obtrusive and to blend with the landscape. Chain link fences are **not** allowed in these areas.

I understand that I will be required to hire a subcontractor to install the fence in conformance with the *Subcontractors Responsibilities and Standard Operating Procedure* documents attached.

As a requester, I understand I am responsible for all directives outlined in this *Fence Policy and Fence Installation Request* as well as the directives in the attached documents entitled ***Resident Responsibilities***. I will also be responsible for the completion of all permitting/digging clearances.

All applicable signatures and approval must be completed before any installations can begin.

I understand HICKAM COMMUNITIES will inspect the progress of the installation at anytime. If the fence is not installed correctly I am aware that I will have to correct any discrepancies or completely remove any work I have done and return my yard back to the original condition in which I started. I understand that I may be asked to move or relocate my fence for current and upcoming construction contracts at my quarters at no cost to the government or Hickam Communities.

Fence Policy and Guidelines for Hickam Communities

- **The fence must be installed by a subcontractor. NO self-help fence installations will be allowed.**
- **The fence may only be installed in the back yard of a family housing unit (not on the side or the front of a unit). The fence CANNOT BE ATTACHED TO THE RESIDENCE.**



- Use chain-link constructed fencing of 11 gauge galvanized chain-link fabric and an end post of 2 1/2 inch galvanized piping. Line posts will be 1 5/8 galvanized pipe set apart at a maximum of 10 feet center to center. Posts will be set 12 inches down in the ground. The top rail will be 1 3/8 inch galvanized pipe. Tie wires will be attached every 12 inches. **THERE WILL BE NO EXCEPTIONS FOR FENCE MATERIALS.**
- The height of the fence must be 48 inches.
- A 36 inches wide gate, constructed of the same material as the fence, is mandatory. The gate must not open into a neighbor's yard.
- Fencing **may** extend up to 24 feet from the back of your dwelling for New Construction Homes. For existing homes, fences may extend up to the length of your neighbors existing fence, not to exceed 40 feet. However, a 6 foot easement (open lane) must be maintained between the back of your intended fence and the rear neighbors existing fence to provide emergency access to or exit from dwelling. The same policy exists if your proposed fence approaches an existing perimeter fence.
- Post installations within 5 feet of the foundation are required to be installed by Hickam Communities maintenance. Call 423-1650 to schedule appointment during normal working hours.
- Duplex, eight-plex and nine-plex apartment units which have commonly used walkways immediately in the back of the building (s) are not permitted to block such walkways with fencing.
- No motorized digging equipment, only manual digging devices authorized.
- No digging below 12 inches due to imbedded power lines.
- I agree to keep the grass trimmed under and around the fence, and to keep the fence in perfect repair.
- The fence must be installed within 7 days of commencement.
- Residents are required to process their own digging permits and approval will only be considered after the resident has received all appropriate signatures on the dig permit from Civil Engineering, Bio-Environmental, Fire Protection and Safety. Once permits are approved, submit forms to HICKAM COMMUNITIES for their final sign off.

A single line diagram must be included in the request indicating the applicant's house, dimensions of the proposed fence, amount of clearance between neighbor's adjacent and behind, location of trees/shrubs, utility boxes, storage sheds, existing base perimeter fences (if applicable), and location of proposed gate.

DUE TO VARIOUS CONFIGURATIONS AND YARDS, SOME AREAS MAY NOT PERMIT A FENCE INSTALLATION.

I have read and understand the HICKAM COMMUNITIES fence policy and guidelines and agree to the terms stated herein.

Resident Signature _____

Date _____



HICKAM COMMUNITIES FENCE POLICY

RESIDENT RESPONSIBILITIES

Submit Work Request to Hickam Communities (HC). Residents will obtain a fence packet and work request form from the HC Property Managers office. The forms must be completely filled out and will describe the type of improvement being requested, and will identify the subcontractor.

Fences may only be installed by a subcontractor who has submitted a signed copy of the Standard Operating Procedure: Subcontractor Guidance for Managing Soil on HC Property Soil Excavation and Stockpiling during Installation of Fencing (issue date: February 2011 and revision date: September 9, 2011).

Permitting and Utility Location. Residents will obtain any and all required permitting/signatures prior to start of work. Due to embedded power lines, no digging is allowed on HC property without prior approval. If digging to a depth greater than 12-inches is approved by HC, the Resident must contract a private utility location service to mark the property prior to scheduling installations. Copies of approved permits and proof of utility location will be provided to HC representatives upon request.

Maintain a Safe Work Area. Residents will comply with all of the health and safety requirements provided with the work request application. Residents must restrain all pets during work on HC property, and Residents must prevent children from entering the work area during the work, and until stockpiled soil (if any) is removed from HC property.

Residual Soil. Any residual soil stockpiled on Resident property following installation of improvements will be managed / disposed through the HC Environmental Manager and/or HC's 3rd Party Consultant.

The Resident must notify HC of stockpiled soil immediately upon completion of the installation of improvements.

Inspections / Oversight of Installations. HC reserves the right to conduct inspections of the work area at any time during or immediately following installation of improvements. HC representatives, either the Environmental Manager or 3rd Party Consultant, will conduct inspections of the work area. The Resident must have a copy of all required permitting at the work site, and will present these copies upon request from an HC representative.

Communication with HC. Resident will promptly notify HC when work commences and when it is finished on their property. HC will be notified immediately if installation work results in stockpiled soil on HC property.

Resident will notify the appropriate emergency response agencies (as needed) and the HC Property Manager's Office immediately if accidents or injuries occur during installation of improvements on HC property.

Residents must immediately report any unsafe working conditions to the HC Property Manager's Office.

Disputes. Residents will notify the HC Property Manager's Office in writing regarding any problems with an Approved Subcontractor during installation of improvements on HC property. This includes failure of the Approved Subcontractor to complete the work, or damage to HC property during the installation of improvements.

Resident Name (printed) and Signature

Resident Address

Date





DEPARTMENT OF THE AIR FORCE
15TH AIRLIFT WING
HICKAM AFB, HI

BY ORDER OF THE COMMANDER,
OPERATIONS FLIGHT
647TH CIVIL ENGINEER SQUADRON

647 CES STANDARD OPERATING
PROCEDURE 32-280
7 APR 2011

CEO

AF FORM 103 BCE WORK CLEARANCE REQUEST

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available on the "Q" Drive: 647 CES, CEO_PUB, CEOS, CEOS SOPs
Folder, File: SOP 32-280.doc.

OPR: 647 CES/CEOSC
Original Standard Operating Procedure

Certified by: (MSgt John Moroney)
Pages: 2
Distribution: F

1. This Standard Operating Procedure (SOP) provides a standard of action to ensure a tracking system is in place to cover liability for disruption of service and subsequent repairs. This SOP fulfills the requirement for the CE Mission Performance Checklist item A1.2.1.8 *Were AF Form 103's being processed for any work that disrupted aircraft or vehicular flow, base utilities services, protection by fire or intrusion alarm system, or other routine installation activities?*

1.1. AFI 32-1001, "Operations Management," PARA. 6.6 "Work Clearance", 1 Aug 99

2. **Responsibilities.** The CE Customer Service Unit (CSU) is responsible for annual review of this SOP and forwarding to all involved parties for review. Any organization that is planning to excavate, trench or disturb the soil more than 4" below the surface must initiate the AF Form 103, BCE Work Clearance Request Form, otherwise known as a "digging permit." Each agency potentially affected by the digging is responsible to review site plans, as-builts and shop drawings, and when applicable, mark any existing utilities in the area near the required work.

3. **Training.**

3.1. All new personnel will be trained by their section on these procedures.

4. **Procedures.**

4.1. Common sense and proper judgment must be used with every work request. To ensure mission essential activities are not disrupted, nor have the potential to be disrupted by the work. When in doubt Customer Service will require the digging permit be submitted by the customer.

- 4.2. Only agencies related to or potentially affected by the work are required to initial/approve the AF Form 103. Customer Service will determine which agencies require consultation and will draw a line through all others on the form. Customers are required to obtain the necessary coordination from the agencies designated by CSU.
- 4.3. A Contract number, work order number or Job Order Number is required in block 1. Customer Service will provide a work order number, when necessary.
- 4.4. **Air Force owned property:** Once all the approvals are obtained on the AF Form 103, the Customer seeks authorization from the PWD, FEAD or UEM Approving Officer. Work is not authorized to begin until all coordination and toning is complete and the AF Form 103 is approved.
- 4.5. **Hickam Community Housing (HCH):** If the digging will occur within HCH's Leased Premises, the entity performing the work obtains the dig permit application from HCH's office. They route the application through the various offices specified, and return to HCH for final approval authority. Customer Service will provide a work order number to residents for fence requests.
- 4.6. **Air Force owned property and HCH:** If the digging will be located in both HCH and Air Force owned property, both 4.4 and 4.5 rules apply.
- 4.7. **Once authorized, the AF Form 103 is valid for 30 days. If the work has not begun in 30 days, the form must be re-processed to ensure conditions have not changed.**
- 4.8. For other types of work requiring coordination (i.e. road closures, utility disruptions, fire suppression system work, etc), the executing organization is responsible for coordinating with the affected agency(ies) by whatever means are most expedient (e-mail, flyers, phone calls, etc).
- 4.9. **AT&T:** Coordination with AT&T (located off-base at 3375 Koapaka Street Ste. D120) requires four (4) copies of excavation drawings showing foot print of intended work site (reference markings for locating work area such as buildings and or street names must be included), four (4) copies of the excavation check sheet (AF Form 103), and four (4) copies of a business card or POC information, to include name/business, address and phone number.

ALLEN H. MONROE, Maj, USAF
Chief, Operations Flight

PWD HICKAM WORK CLEARANCE REQUEST						DATE PREPARED:	
1. Clearance is required to proceed with work at: _____							
a. Work Description: _____							
On Work Order No.:		Contract No.:		involving excavation or utility distribution			
per attached sketch/drawing. The area		has		has not been staked.			
2. TYPE OF FACILITY/WORK INVOLVED:							
A. PAVEMENTS		D. FIRE DETECTION & PROTECTION SYSTEM		G. AIRCRAFT OR VEH TRAFFIC			
B. DRAINAGE SYSTEMS		E. UTILITY		OVERHEAD		UNDERGRD	
C. RAILROAD TRACKS		F. COMM		OVERHEAD		UNDERGRD	
						I. OTHER	
3. DATE CLEARANCE REQUIRED:				4. DATE OF CLEARANCE:		5. REQUESTING OFFICIAL:	
6. SIGNATURE OF REQUESTER:				7. TELEPHONE/FAX NO:		8. ORGANIZATION:	
ORGANIZATION		REVIEWER		REMARKS		CLEARED BY	
P W D H I C K A M E N G I N E E R	9. A. ALARMS-PWDH Bldg. 1207 @ 448-2883						
	B. EV Front Store Bldg. 1202 @ 449-0011						
	C. EV Restoration Bldg. 1202 @ 474-2446						
	D. HVAC-PWDH Bldg. 1202 @ 448-2736						
	E. PAVEMENTS/GROUNDS/DRAINS-PWDH Bldg. 1220 @ 449-1934						
	F. *ELECTRICAL DISTRIBUTION-UEM * Bldg. 4016 @ 448-2351						
	G. CATHODIC PROTECTION-PWDH Bldg. 1207 @ 448-2858						
	H. CIVIL ENGINEER-PWDH Bldg. 1204 Mr. Yee @ 449-3130						
	I. *FIRE PROTECTION-FED FIRE- OFF BASE 650 Center Dr (B. 284) @ 471-3303 ext 608						
	J. *WATER/SEWAGE/PROPANE-UEM * Bldg. 4016 @ 448-1067						
	K. POL DISTRIBUTION/LFM-UEM Bldg. 2171 @ 448-1592						
	10. SECURITY POLICE- Bldg 1001 @ 449-9710 (Fit Line) or 449-1006 (base)						
	11. SAFETY Bldg. 1110 Rm. C223 @ 449-0749						
12. *COMMUNICATIONS * Bldg. 1073 @ 448-9777							
13. AIRFIELD MANAGEMENT Bldg. 2050 Rm. 105 @ 449-0022/0023							
14. *CABLE (Oceanic) - OFF BASE * Mililani Tech Park @ Fax No. 625-5888							
15. COMMERCIAL UTILITIES - OFF BASE		REVIEWER	REMARKS		CLEARED BY		
X	TELEPHONE	*ATT * - 3375 Koapaka St, Ste D120 @ 659-1400 *HI TELCOM * - 1177 Bishop St Prk on Alakea @ 546-7745					
X	ELECTRIC	HECO- 820 Ward Ave Mr. Luckett @ 543 4646					
*BELLOWS AFS TELEPHONE LINES - 30TH * SIG BAT WHEELER Bldg 600 @ 656-8066			Bellows Residents Only				
16. Other							
17. REQUEST CLEARANCE: (check)		Approved	Disapproved	Remarks:			
18. HC POC's: Bud Coleman or Steven Quinn 211 Mercury Street 423-2300 (fax 423-2301)							
18A. NAME AND SIGNATURE OF APPROVING OFFICER (HICKAM COMMUNITIES LLC):						18B. DATE SIGNED:	
19. NAME AND SIGNATURE OF APPROVING OFFICER (PWD/FEAD/UEM):						19A. DATE SIGNED:	

HICKAM COMMUNITIES FENCE POLICY

SUBCONTRACTOR RESPONSIBILITIES

Overview: Pesticide-Impacted Soil at HC

Organochlorine pesticides ("pesticides") were applied to soil as a termiticide at Joint Base Pearl Harbor-Hickam during construction of buildings completed before to 1989, which is when these pesticides were banned by the US Environmental Protection Agency. Pesticide application methods for these pesticides included direct application to soil before cement building slabs, pilings, or concrete footings were installed. Following construction, pesticides may have been applied by drilling through cement slabs to apply pesticides, or applied to soil around building foundation perimeters. The concern about these pesticides in soil is that they don't breakdown easily in the environment, they are bioaccumulative and toxic, and are suspected carcinogens. The specific pesticides of concern at HC are the pesticides chlordane, aldrin, and dieldrin.

At HC, soil that contains pesticides is referred to as pesticide-impacted soil ("PI soil"), which is managed to prevent potential exposure to workers and residents. During construction and renovation projects, PI soil is managed at HC by placement beneath new hardscapes (building slabs, sidewalks, or parking lots), or placed into burial pits with a layer of orange geotextile fabric as a visual barrier, followed by a 1-foot or 2-foot clean soil cap. When working at HC, all soil must be considered to be PI soil.

Familiarity with HC Procedures. Subcontractors will review and follow the guidelines and the SOP *Subcontractor Guidance for Managing Soil on HC Property, Soil Excavation and Stockpiling during Installation of Fencing*, provided in **Attachment A**. The subcontractor is required to SIGN and RETURN **Attachment A**.

Conduct Work Responsibly. Work must be completed in a timely manner. All best management practices (BMPs) for control of fugitive dust emissions, stormwater control, and noise abatement will be in place, as needed, during installation of improvements.

Maintain a Safe Work Area. Approved Subcontractors will perform work under their own Health and Safety Plan, but will also comply with all HC health and safety requirements provided in the Approved Subcontractors Handbook. Subcontractor will present a copy of their health and safety plan upon request by an HC representative visiting the work site.

Inspections / Oversight of Installations. HC reserves the right to conduct inspections of the work area at any time during or immediately following installation of improvements. HC representatives, either the Environmental Manager or 3rd Party Consultant, will conduct inspections of the work area.

Approved Subcontractors must have a copy of their Subcontractor Approval from HC and Health and Safety Plan at the work site, and will present copies of these documents upon request from an HC representative.

Attachment

Attachment A: *Standard Operating Procedure: Subcontractor Guidance for Managing Soil and Material on HC Property, During Installation of Improvements.* (Original Issue Date: February 2011; Revision Date: September 9, 2011)



Standard Operating Procedure Subcontractor Guidance for Managing Soil on HC Property Soil Excavation and Stockpiling during Installation of Fencing

Original Issue Date: February 2011 **Revision Date:** September 9, 2011

Scope and Application:

Depending on the type and method of installation of an improvement on Hickam Communities LLC (HC) property, such as the installation of fencing or satellite dishes, small-scale soil excavation and management of soil may be required. Since all soil at HC must be considered to be pesticide-impacted (PI) soil, the Subcontractor must manage any residual soil generated from installation of improvements in accordance with HC policies, including this Standard Operating Procedure (SOP). The purpose of this SOP is to present these procedures in a clear manner; however any questions the Subcontractor may have regarding this SOP should be directed to the HC Property and/or Environmental Managers before starting work.
During work on HC property:

1. No eating, drinking, or smoking should take place in the immediate work area.
2. Only manual digging devices authorized on HC property. No motorized digging equipment should be used unless prior approval received from HC.
3. No digging below 12 inches due to imbedded power lines. If digging below 12 inches is required, approval from HC must be received and a utility locator must mark the site prior to work.

Equipment and Supplies:

- Level D Personal Protective Equipment (PPE), Plastic sheeting, sand bags, signage.
- Trash bags, brooms, brushes, plastic sheeting. Dumpsters and roll-off bins, as-needed.

A. Excavating Soil: Procedure/Method:

1. **Excavation Preparation.** The HC resident is responsible for identifying and arranging any permitting required for the work. The Subcontractor must not begin work until they have received a copy of any required permitting from the HC resident and have it available at the work site. Utility locating services must be completed and the work area marked before any soil is disturbed at the Site.

2. **Secure the Excavation Area.** Before beginning installation work, the Subcontractor must secure the work area using caution tape. At no time should HC residents, children, or pets be present within the work area. If loose dogs or unattended children are present in the work area, the Subcontractor must not begin work. The Subcontractor will attempt to contact the HC resident before contacting the HC Property Manager.

*ATTACHMENT A: HC Standard Operating Procedure
Subcontractor Guidance for Managing Soil and Material on HC Property
During Installation of Improvements*

3. Excavation Implementation. Subcontractors must don appropriate PPE prior to starting excavation. The subcontractor must not excavate or disturb any more soil than is absolutely necessary to complete the installation. During excavation and associated work, the Subcontractor must avoid inadvertently distributing PI soil through production of excessive dust, mixing of PI soil with any water present in the work area, or tracking of PI soil out of the work area either by foot traffic, or on vehicle tires.

4. Backfilling. Any soil removed during installation of improvements must be placed back into the excavation, based on "last out, first in" method. Although not anticipated, if any additional soil is required to fill the excavation, only certified clean fill may be imported and used at backfill on HC property. The Subcontractor must contact the HC Environmental Manager immediately if use of clean fill is expected.

5. Residual Soil. Any residual soil generated during installation activities will be stockpiled and managed in accordance with the soil stockpiling procedure outlined in Section B of this SOP.

B. Stockpiling Residual Soil: Procedure/Method:

Since soil disturbed during installation activities is assumed to be PI soil, any residual soil generated during these activities will be stockpiled on plastic sheeting or tarps, and not placed directly on landscaped lawns, paved parking areas and sidewalks, or any other exposed soil already present in or around the vicinity of the work area. During installation activities, no soil must leave the work area.

1. Select a Location for the Stockpile. The stockpile must be placed within the boundary of the HC resident's property, and common sense practices should be used to avoid placing stockpiles in drainage areas and in locations obstructing resident movement and future access to the stockpile for removal.

2. Stockpiled PI Soil. Stockpiled PI soil must be kept segregated from areas of clean soil. In all cases, any excavated and stockpiled soil must be placed on plastic sheeting.

3. Build the Stockpile. Use hand tools (no motorized equipment) to place soil at the stockpile site. Avoid piling soil or debris to heights that cause the stockpile to become unstable.

4. Manage the Stockpile. Stockpiles must be managed to avoid loss or unintentional distribution of soil outside the work area. The stockpile management procedures should be in place until the stockpile is removed from site by HC. Stockpile management procedures are listed below.

a. Best management practices (BMPs) should be observed to prevent uncovered soil from creating dust, or from entering storm drains.

b. *Secure the Stockpile.* Stockpiles with PI soil will be secured with perimeter fencing as needed (e.g. placed within the resident's yard), and by covering the stockpile with plastic sheeting to prevent unauthorized persons from coming in contact with PI soil, or from inadvertent use the stockpiled PI soil as clean fill. The cover will consist of 6-millimeter polyethylene plastic sheeting weighted down with sand bags. All PI soil stockpiles will remain covered with plastic sheeting; except when the PI soil stockpiles must be uncovered to load the soil for transport to the permanent PI soil management site.

*ATTACHMENT A: HC Standard Operating Procedure
Subcontractor Guidance for Managing Soil and Material on HC Property
During Installation of Improvements*

c. Clearly visible signage will be placed along the perimeter of stockpiles indicating that the stockpiled soil is considered PI.

5. **Stockpile Location Notification.** The Subcontractor must provide the location of any stockpiled soil (unit # and street address) to the HC Property and Environmental Managers immediately following the conclusion of installation activities.

C. Site Restoration: Procedure/Method:

Following installation of improvements on HC property:

1. Remove all trash and debris generated (excluding stockpiled soil) from installation activities from the work area. No trash or debris must be left, or stored for any length of time, in the HC work area. All debris (excluding soil) must "leave" with the installation crew.

2. Place all trash into bags and dispose in the proper receptacles on HC property. Do not place any solvents, petroleum hydrocarbon-based products, paints, or any hazardous materials in HC trash receptacles.

3. For large amounts of trash and debris (excluding soil), the subcontractor will arrange for delivery of a dumpster or roll-off bin with the HC Property Manager, or designee. Any dumpsters or roll-off bins will be removed from HC property immediately upon completion of the work.

4. No uneven surfaces caused by either potholes or soil mounding should remain within on HC property area following installation work requiring soil disturbing work.

5. Any hazardous materials or hazardous debris encountered during site restoration must be reported immediately to the HC Property and/or Environmental Manager, or designee. If there is an imminent threat posed by any discarded materials encountered in the work area, contact the Fire Department and the HC Property and/or Environmental Managers.

6. Remove any soil adhered to sidewalks or streets. To avoid entry of soil into storm drains, brushing and sweeping should be used to the extent possible to remove soil from sidewalks and streets. Any material collected by the street sweeper should be considered PI and be managed in accordance with this SOP.

7. Restoration of landscaping affected by installation of improvements will be coordinated through the HC Property Manager, or designee.

Exposure Risks and Controls:

The soil being stockpiled should be considered PI Soil. Controls should be in place during any activity that may require contact with the soil / material, and are listed below:

Appropriate PPE (in most cases, Level D) must be worn during soil sampling activities;

Avoid creating excessive amounts of dust; and

Properly dispose of used PPE when demobilizing from the site.

*ATTACHMENT A: HC Standard Operating Procedure
Subcontractor Guidance for Managing Soil and Material on HC Property
During Installation of Improvements*

Recordkeeping and Data Tracking:

Records must be kept tracking the location of the stockpile (i.e. the unit and street address), the amount of PI soil generated. The Subcontractor must provide this information to the HC Property and Environmental Managers immediately upon completion of the work. *HC Standard Operating Procedure Subcontractor Guidance for Managing Soil and Material on HC Property During Installation of Improvements HC SOP – Managing Soil and Material on HC Property Rev.*

I certify that I have read, understood and will implement all of the Subcontractor Responsibilities and conform to all of the SOPs listed here related to managing soil on Hickam Communities property.

NAME

SIGNATURE

COMPANY/ORGANIZATION and ADDRESS

PHONE NUMBER: CONTACT INFORMATION FOR RESPONSIBLE
EMPLOYEE

DATE

APPENDIX B

HC Neighborhood Pesticide-Impacted Soil Maps Phase I and Phase II Housing



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